
CITY OF KIRKLAND

CITY COUNCIL



Amy Walen, Mayor • Penny Sweet, Deputy Mayor • Jay Arnold • Dave Asher
Shelley Kloba • Doreen Marchione • Toby Nixon • Kurt Triplett, City Manager

Vision Statement

*Kirkland is an attractive, vibrant and inviting place to live, work and visit.
Our lakefront community is a destination for residents, employees and visitors.
Kirkland is a community with a small-town feel, retaining its sense of history,
while adjusting gracefully to changes in the twenty-first century.*

123 Fifth Avenue • Kirkland, Washington 98033-6189 • 425.587.3000 • TTY Relay Service 711 • www.kirklandwa.gov

AGENDA

KIRKLAND CITY COUNCIL MEETING

City Council Chamber

Tuesday, September 1, 2015

6:00 p.m. – Study Session – Peter Kirk Room

7:30 p.m. – Regular Meeting

COUNCIL AGENDA materials are available on the City of Kirkland website www.kirklandwa.gov. Information regarding specific agenda topics may also be obtained from the City Clerk's Office on the Friday preceding the Council meeting. You are encouraged to call the City Clerk's Office (425-587-3190) or the City Manager's Office (425-587-3001) if you have any questions concerning City Council meetings, City services, or other municipal matters. The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425-587-3190. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Council by raising your hand.

ITEMS FROM THE AUDIENCE

provides an opportunity for members of the public to address the Council on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. (Items which may not be addressed under Items from the Audience are indicated by an asterisk*.) The Council will receive comments on other issues, whether the matter is otherwise on the agenda for the same meeting or not. Speaker's remarks will be limited to three minutes apiece. No more than three speakers may address the Council on any one subject. However, if both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the Council.

EXECUTIVE SESSIONS may be held by the City Council only for the purposes specified in RCW 42.30.110. These include buying and selling real property, certain personnel issues, and litigation. The Council is permitted by law to have a closed meeting to discuss labor negotiations, including strategy discussions.

PLEASE CALL 48 HOURS IN ADVANCE (425-587-3190) if you require this content in an alternate format or if you need a sign language interpreter in attendance at this meeting.

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION*
 - a. Joint Meeting with Senior Council, Peter Kirk Room
4. *EXECUTIVE SESSION*
5. *HONORS AND PROCLAMATIONS*
6. *COMMUNICATIONS*
 - a. *Announcements*
 - b. *Items from the Audience*
 - c. *Petitions*
7. *SPECIAL PRESENTATIONS*
 - a. Best Starts for Kids - King County Presentation
 - b. Water Shortage Contingency Plan
8. *CONSENT CALENDAR*
 - a. *Approval of Minutes:*

QUASI-JUDICIAL MATTERS

Public comments are not taken on quasi-judicial matters, where the Council acts in the role of judges. The Council is legally required to decide the issue based solely upon information contained in the public record and obtained at special public hearings before the Council. The public record for quasi-judicial matters is developed from testimony at earlier public hearings held before a Hearing Examiner, the Houghton Community Council, or a city board or commission, as well as from written correspondence submitted within certain legal time frames. There are special guidelines for these public hearings and written submittals.

ORDINANCES are legislative acts or local laws. They are the most permanent and binding form of Council action, and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after the ordinance is published in the City's official newspaper.

RESOLUTIONS are adopted to express the policy of the Council, or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

PUBLIC HEARINGS are held to receive public comment on important matters before the Council. You are welcome to offer your comments after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment and the Council proceeds with its deliberation and decision making.

- b. Audit of Accounts:*
 - Payroll* \$
 - Bills* \$
- c. General Correspondence*
- d. Claims*
- e. Award of Bids*
- f. Acceptance of Public Improvements and Establishing Lien Period*
 - (1) Cross Kirkland Corridor Interim Trail, Rodarte Construction Inc, Auburn, Washington
- g. Approval of Agreements*
- h. Other Items of Business*
 - (1) Ordinance O-4489 and its Summary, Relating to Zoning, Planning, and Land Use and Amending the Following Chapters of the Kirkland Zoning Code Relating to Multi-Family Parking Requirements: 30, 52, 53 and Approving a Summary Ordinance for Publication, File No. CAM13-02032.
 - (2) Streets Levy and Parks Levy Accountability Reports:
 - (a) Resolution R-5143, Adopting the 2014 Streets Levy Accountability Report for Proposition 1 – Streets And Pedestrian Safety Levy.
 - (b) Resolution R-5144, Adopting the 2014 Park Levy Accountability Report for Proposition 2 – Parks Maintenance, Restoration and Enhancement Levy.
 - (3) Park Board Resignation
 - (4) Transportation Commission Resignation and Appointment
 - (5) Report on Procurement Activities

9. PUBLIC HEARINGS

- a. Preliminary 2015 to 2020 Capital Improvement Program*

10. UNFINISHED BUSINESS

- a. NE 85th Street Overlay Project – Approve Channelization Plan*
- b. Resolution R-5145, Approving the Addition of Policies on Council Committees, Proclamations, Board and Commission Appointments to the City of Kirkland City Council Policies and Procedures, and Readopting All of the Council Policies and Procedures.*

NEW BUSINESS consists of items which have not previously been reviewed by the Council, and which may require discussion and policy direction from the Council.

11. NEW BUSINESS

- a. Cross Kirkland Corridor Eco-Charrette Summary*
- b. Resolution R-5146, Naming a City Open Space as Josten Park.*
- c. Ordinance O-4490 and its Summary, Relating to the Issuance and Sale of a Limited Tax General Obligation Bond of the City in the Principal Amount of Not to Exceed \$6,000,000 to Provide Funds for a Portion of the Remodel of City Hall and Pay for Costs of Issuance of the Bond; Authorizing the Sale of the Bond; and Authorizing the Designated Representative to Make Certain Determinations and Appointments With Respect to the Bond Under the Terms and Conditions Set Forth Herein.*
- d. Ordinance O-4491 and its Summary, Relating to Departmental Organization; Changing the Name of the Planning and Community Development Department to the Planning and Building Department; Changing the Name of the Fire and Building Department to the Fire Department; Amending Kirkland Municipal Code Sections 3.20.040, 15.16.047, 21.74.010, 21.74.025 and 21.74.030 to Reflect Name Changes; Updating Other Obsolete References; and Authorizing the City’s Code Reviser to Make Changes Over Time to All References in the Kirkland Municipal Code and Kirkland Zoning Code Necessary to Reflect These Name Changes.*

12. REPORTS

a. City Council Reports

- (1) Finance and Administration Committee
- (2) Legislative Committee
- (3) Planning, and Economic Development Committee
- (4) Public Safety Committee
- (5) Public Works, Parks and Human Services Committee
- (6) Tourism Development Committee
- (7) Regional Issues

b. City Manager Reports

- (1) Calendar Update

13. ITEMS FROM THE AUDIENCE

14. ADJOURNMENT

ITEMS FROM THE AUDIENCE

Unless it is 10:00 p.m. or later, speakers may continue to address the Council during an additional Items from the Audience period; provided, that the total amount of time allotted for the additional Items from the Audience period shall not exceed 15 minutes. A speaker who addressed the Council during the earlier Items from the Audience period may speak again, and on the same subject, however, speakers who have not yet addressed the Council will be given priority. All other limitations as to time, number of speakers, quasi-judicial matters, and public hearings discussed above shall apply.



CITY OF KIRKLAND
Department of Parks & Community Services
505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

To: Kurt Triplett, City Manager

From: Jennifer Schroder, Director
Leslie R. Miller, Human Services Coordinator

Date: August 26, 2015

Subject: Joint Meeting between City Council and Kirkland Senior Council

The Kirkland Senior Council appreciates the opportunity to engage the Kirkland City Council in conversation about the needs of older adults in the Kirkland community. In development and implementation of its 2015-2016 Work Plan (**Attachment A**), the Senior Council has been wrestling with some key questions, including:

- What preparation does Kirkland need to undertake to address the upcoming age wave?
- How will the City address affordable housing for the fixed income population so they can age in place?
- How does the community address the ramifications of increasing property taxes affecting older adults as neighborhoods change in affordability?
- What are the gaps in the transportation system which are negatively impacting older adults?

With these questions in mind, the Senior Council suggests the following agenda for the September 1 joint meeting with the City Council:

Meeting Agenda

1. Three Conversations:

1. Affordable Housing
2. Transportation
3. Legislative Advocacy

2. Three Senior Council Projects:

1. Update to Community Resource Guide for Seniors
2. Annual Art Show
3. Viva Volunteers! Volunteer Fair

3. Three Invitations:

1. October 13 Senior Council Meeting—Elder Abuse presentation by Page Ulrey, King County Senior Deputy Prosecuting Attorney and Officer Greg Jamison, Kirkland PD, PKCC
2. Viva Volunteers! Volunteer Fair, October 24, 10-2, PKCC
3. Legislative Forum, December 2, 4-7 pm, Peter Kirk Room, City Hall

Senior Council Members:

Sydne Mack, Chair

Pat Polley, Vice Chair

Jim Hall, Treasurer

Dave Wagar, Secretary

Elaine Darling

Nancy Dosmann

Barbara Flagg

Sheryl Henry

Bill Hilton

Kathy Iverson

Penny Kahn

Brenda Kauffman

Carolyn Kelso

Eric Martenson

Art Mussman

June Palon

Jannica Parashiv

Betty Stevens

Rich Thomas

Attachments:

Attachment A – Kirkland Senior Council 2015-2016 Work Plan

Attachment B – Age Wave Demographic Projections

2015-2016 Kirkland Senior Council Work Plan

Goal/Objective	Description	Timeline	Assignments
Goal 1: Promote the Kirkland Senior Council, as well its programs and activities, throughout the community.			
Objective 1.1: Promote all of the Council's educational material.	Promote materials at events, online and in the resource guide	ongoing	Marketing Committee
Objective 1.2: Develop and update multiple-format messages to promote KSC and its goals.	Update Senior Moments <i>PowerPoint</i> presentation and use in community meetings.	ongoing	
	Seek more exposure in local media.	ongoing	
	Keep tri-fold updated and find new ways to distribute it and other outreach materials.	ongoing	
	Maintain and update KSC website.	ongoing	
	Maintain and update KS display and distribution materials for community events.	ongoing	
	Update KSC page in Parks brochure.	April/December	
	Participate in one of both farmers' markets with a booth.	summer	
Take and collect pictures of KSC in action to use on the display panel and publications.	ongoing		
Objective 1.3: Encourage the use of Vials of Life	Continue to distribute Vials of Life packets at events.	ongoing	
Goal 2: Initiate and support efforts to improve transportation and housing options for older adults.			
Objective 2.1: Work with Eastside Easy Rider Collaborative (EERC) Hopelink and local transportation providers to improve transportation options for seniors and people with disabilities.	Participate in EERC meetings and events.	ongoing	Transportation Committee
Objective 2.2: Schedule members to act as travel ambassadors in the Getting Around Puget Sound Program (GAPS).	KSC members trained as travel ambassadors by Hopelink provide a once-monthly service at PKCC providing planning assistance to people for regional transportation.	ongoing	Transportation Committee
Objective 2.3: Work with the City, area organizations and resource providers to promote safe, livable, affordable housing for seniors.	Maintain connection with Eastside Homelessness Advisory Committee, Imagine Housing, A Regional Coalition for Housing, and Northwest Universal Design Council.	ongoing	Housing Committee
	Establish a position paper on housing for older adults.	Fall 2015	Housing Committee

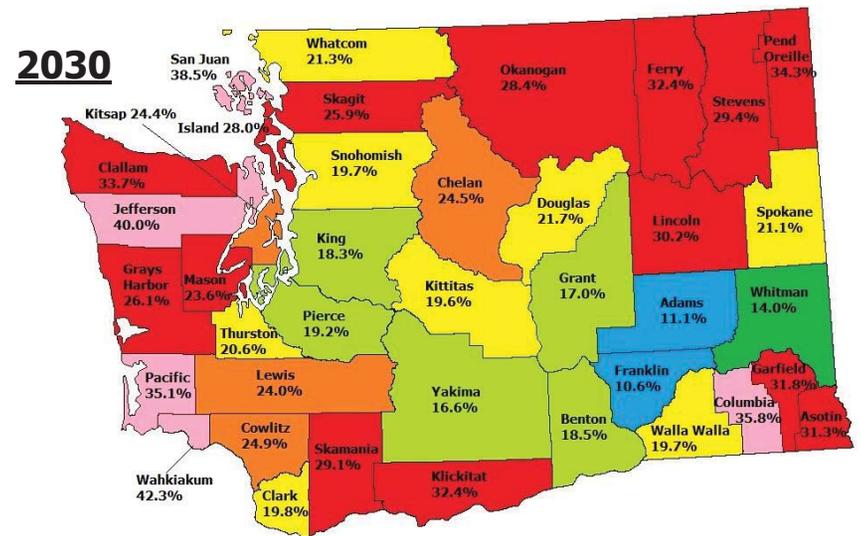
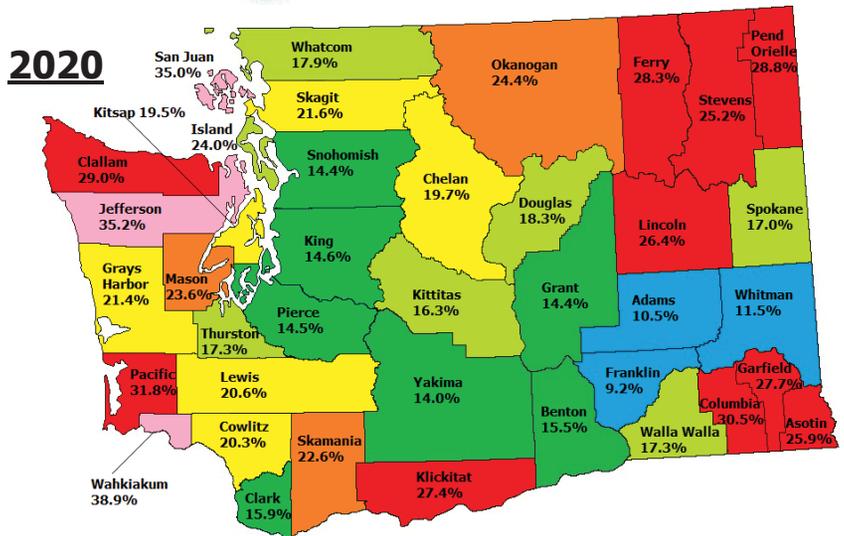
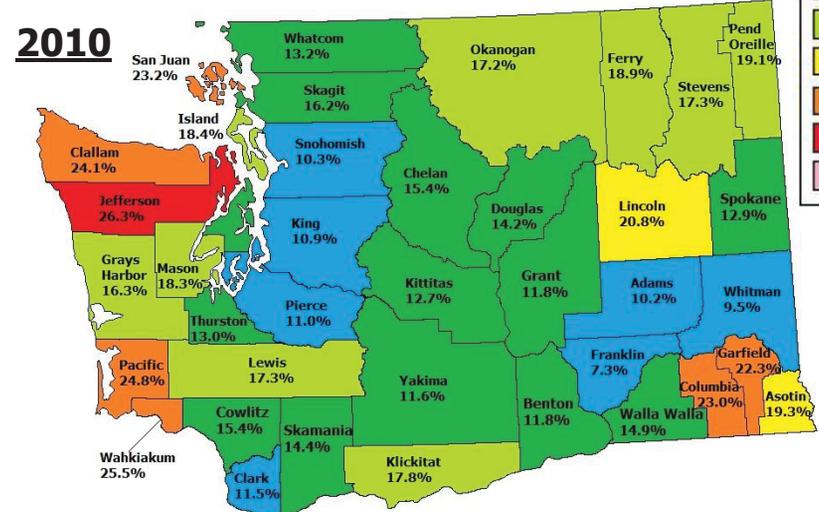
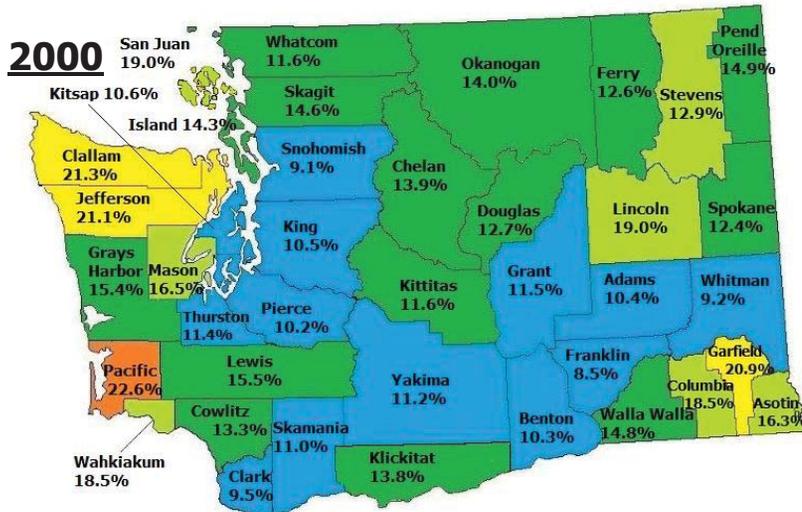
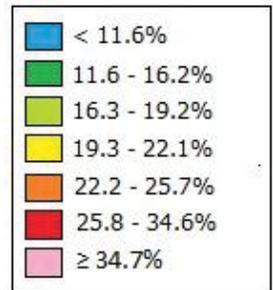
2015-2016 Kirkland Senior Council Work Plan

Goal/Objective	Description	Timeline	Assignments
Goal 3: Advocate for the needs of older adults with the Legislature, City Council and other decision makers.			
<u>Objective 3.1:</u> Work on behalf of senior legislative issues and lobby for their successful passage.	Attend Senior Lobby Day in Olympia	February	KSC members
	Senior Citizens' Lobby Conference	October	KSC members
	Co-sponsor a legislative forum with BNOA on odd numbered (non-election) years	Fall 2015	Advocacy Committee
	Meet with state legislators and Congressional staff on specific issues.	ongoing	KSC members
	Write letters to legislators as needed.	ongoing	KSC members
<u>Objective 3.2:</u> Engage in frequent communication with the Kirkland City Council	Report to City Council on KSC activities and present issues and positions related to older adults.	ongoing	KSC members
<u>Objective 3.3:</u> Coordinate with other Eastside Councils and Networks and with the Eastside Human Services Forum	Maintain regular liaison with the Bellevue Network on Aging Advocacy Committee and other Eastside councils and networks.	ongoing	Advocacy Committee
Goal #4: Increase visibility of the KSC in the community and in government.			
<u>Objective 4.1:</u> Support Kirkland Steppers walk program for adults age 50+ at PKCC.	Sponsor gift for each walker as in previous years.	1st Tuesday in June	KSC members
<u>Objective 4.2:</u> Art Show	Host annual senior art show at Merrill Gardens in Kirkland	May 27-June 12, 2015	KSC members, Penny lead
<u>Objective 4.3:</u> July 4th Parade	March in parade if enough members are available.	Saturday, July 4th	KSC members
<u>Objective 4.4:</u> Taste of Retirement at PKCC	Participate with a table and cookies	Fall 2016	KSC members
<u>Objective 4.5:</u> Viva Volunteers! Fair	Organize and conduct a fair to acquaint people in the community with volunteer opportunities and help volunteer organizations recruit new participants.	October 24th, 2015	KSC members, steering commit. Lead
	Evaluate fair and determine whether and when it might be repeated.	November	KSC members

2015-2016 Kirkland Senior Council Work Plan

Goal/Objective	Description	Timeline	Assignments
Goal #5: Represent senior needs at neighborhood and other community meetings and special events, with emphasis on emergency preparedness.			
<u>Objective 5.1</u> : Participate in local neighborhood association meetings and other community/civic committees and special events..	Continue to strengthen community outreach efforts by networking with local neighborhood associations and participating on various community committees.	ongoing	KSC members
<u>Objective 5.2</u> : Promote emergency preparedness in the community.	coordinate efforts with the Manager of the Office of Emergency Management	ongoing	Emerg Prepared. Committee
Goal #6: Provide comprehensive current information to seniors in Kirkland on health-related resources.			
<u>Objective 6.1</u> : Republish Resource Guide for Seniors, previously produced by Overlake Hospital.	Determine what organizations might partner with KSC and what databases are available.	2014	Resource Guide Committee
	Seek funding for republication.	ongoing	Resource Guide Committee
	Update and publish guide.	Spring 2015	Resource Guide Committee
	Distribute guide.	Summer 2015	KSC members
	Update periodically.	ongoing	Resource Guide Committee

Washington State 65+ Population by County, 2000-2030



Washington State's 65+ Population by County, 2000-2030					
Counties	2000	2010	2020	2030	Percent Change from 2000-2030
Washington State	11.2%	12.3%	16.3%	20.3%	+9.1%
Adams	10.4%	10.2%	10.5%	11.1%	+0.7%
Asotin	16.3%	19.3%	25.9%	31.3%	+15.0%
Benton	10.3%	11.8%	15.5%	18.5%	+8.2%
Chelan	13.9%	15.4%	19.7%	24.5%	+11.6%
Clallam	21.3%	24.1%	29.0%	33.7%	+12.4%
Clark	9.5%	11.5%	15.9%	19.8%	+10.3%
Columbia	18.5%	23.0%	30.5%	35.8%	+17.3%
Cowlitz	13.3%	15.4%	20.3%	24.9%	+11.6%
Douglas	12.7%	14.2%	18.3%	21.7%	+9.0%
Ferry	12.6%	18.9%	28.3%	32.4%	+19.8%
Franklin	8.5%	7.3%	9.2%	10.6%	+2.1%
Garfield	20.9%	22.3%	27.7%	31.8%	+10.9%
Grant	11.5%	11.8%	14.4%	17.0%	+6.5%
Grays Harbor	15.4%	16.3%	21.4%	26.1%	+10.7%
Island	14.3%	18.4%	24.0%	28.0%	+13.7%
Jefferson	21.1%	26.3%	35.2%	40.0%	+18.9%
King	10.5%	10.9%	14.6%	18.3%	+7.8%
Kitsap	10.6%	13.3%	19.5%	24.4%	+13.8%
Kittitas	11.6%	12.7%	16.3%	19.6%	+8.0%
Klickitat	13.8%	17.8%	27.4%	32.4%	+18.6%
Lewis	15.5%	17.3%	20.6%	24.0%	+8.5%
Lincoln	19.0%	20.8%	26.4%	30.2%	+11.2%
Mason	16.5%	18.3%	23.6%	28.5%	+12.0%
Okanogan	14.0%	17.2%	24.4%	28.4%	+14.4%
Pacific	22.6%	24.8%	31.8%	35.1%	+12.5%
Pend Oreille	14.9%	19.1%	28.8%	34.3%	+19.4%
Pierce	10.2%	11.0%	14.5%	19.2%	+9.0%
San Juan	19.0%	23.2%	35.0%	38.5%	+11.5%
Skagit	14.6%	16.2%	21.6%	25.9%	+11.3%
Skamania	11.0%	14.4%	22.6%	29.1%	+18.1%
Snohomish	9.1%	10.3%	14.4%	19.7%	+10.6%
Spokane	12.4%	12.9%	17.0%	21.1%	+8.7%
Stevens	12.9%	17.3%	25.2%	29.4%	+16.5%
Thurston	11.4%	13.0%	17.3%	20.6%	+9.2%
Wahkiakum	18.5%	25.5%	38.9%	42.3%	+23.8%
Walla Walla	14.8%	14.9%	17.3%	19.7%	+4.9%
Whatcom	11.6%	13.2%	17.9%	21.3%	+9.7%
Whitman	9.2%	9.5%	11.5%	14.0%	+5.2%
Yakima	11.2%	11.6%	14.0%	16.6%	+5.4%

Median Age by County, 2010.
37.2
29.0
43.5
35.6
39.3
48.9
36.7
48.4
40.2
36.8
47.3
28.3
49.0
32.1
41.9
43.3
53.8
37.1
39.3
31.9
45.3
41.5
47.5
44.4
42.9
50.9
47.7
35.9
52.6
40.1
44.0
37.0
36.8
45.0
38.4
52.1
36.6
36.5
24.7
32.3

Year	# of Counties Where the Population Aged 65 or Older Comprises More Than 20% of the County's Total Population
2000	4
2010	8
2020	21
2030	27

Data Sources:

2000 Census Data – OFM, Table 19: Washington State Census 2000 Population by Age, Sex, and Race/Ethnicity: <http://www.ofm.wa.gov/pop/census2000/sf1/tables/ctable19.xls>

2010-2030 Census Data – OFM, Population Age 65 and Over as a Percent of Total County Population Medium Series: History 2010, Projections 2015 to 2040, available at: http://www.ofm.wa.gov/pop/gma/projections12/gma2012_65overperc_med.xls

Median Age for Counties – OFM, Forecasting Division, Postcensal Estimates of April 1 Population by Age and Sex: 2010-Present, available at: http://www.ofm.wa.gov/pop/asr/pc/ofm_pop_age_sex_postcensal_2010_present.xlsx



CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager
From: Marilynne Beard, Deputy City Manager
Date: August 25, 2015
Subject: BEST STARTS FOR KIDS PRESENTATION

RECOMMENDATION:

City Council receives a presentation from King County staff regarding the Best Starts for Kids Initiative.

BACKGROUND DISCUSSION:

The King County Director of Public Health, Patti Hayes and Director of Regional Initiatives, Diane Carlson will provide an overview of the Best Starts for Kids initiative as described below (source King County Website):

Best Starts for Kids is an initiative to improve the health and well-being of King County by investing in prevention and early intervention for children, youth, families, and communities.

The King County Council voted to put a six-year levy on the November 3, 2015 ballot that would fund the initiative. The proposed levy rate is 14 cents per \$1,000 of assessed property value. It would raise about \$65 million per year and cost the average King County property owner an estimated \$56 per year.

They will describe the components of the initiative, how funding will be directed and, specifically, how the initiative will impact services at the Northshore Public Health Center. More information about the elements of the initiative is available at the following website:
<http://www.kingcounty.gov/elected/executive/constantine/initiatives/best-starts-for-kids.aspx>.

The Council is not being asked to take a position on the levy at this Council meeting. During the City Manager report section of the agenda the City Manager will seek direction from the Council on whether to bring a resolution supporting the levy to future a future Council meeting.



CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathy Brown, Public Works Director
 Erin Devoto, Superintendent
 Greg Neumann, Water Division Manager

Date: August 20, 2015

Subject: Update: City of Kirkland Water Shortage Contingency Plan

RECOMMENDATION

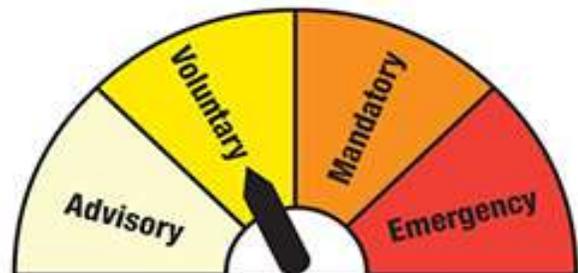
It is recommended that the City Council receive an update on regional efforts regarding water use curtailment and on the City's Water Shortage Contingency Plan.

BACKGROUND DISCUSSION:

The City of Kirkland is a member of Cascade Water Alliance (Cascade) and as such receives its drinking water from the Seattle water supply, specifically the Tolt River Watershed. Record-setting hot and dry weather has significantly increased the demand for water. Increased demand, coupled with record-low river levels, has led to the need to invoke contingency plans to curtail water use. Seattle Public Utilities, along with other large utilities/cities are closely monitoring water levels and have water contingency plans which identify four stages of water curtailment: advisory, voluntary, mandatory, emergency. The City of Kirkland's Water Shortage Contingency Plan is consistent with the regional plans.

On July 27, 2015, Seattle Public Utilities (SPU), along with Cascade, the City of Everett and the City of Tacoma, activated the first stage (Advisory) of their water shortage contingency plans as a precautionary measure. During the Advisory stage, the agencies performed outreach to the public to increase awareness of the need to conserve water.

On August 11, 2015, SPU, Cascade, Everett, and Tacoma moved to the second stage of their water supply shortage plans – voluntary reduction. The voluntary stage was enacted because the potential for a water supply shortage continues to increase. SPU, Everett, Tacoma, and Cascade are asking customers for their help by voluntarily reducing their water use by 10 percent due to continuing drought conditions in the region.



The City of Kirkland Public Works Department is in regular communication with Cascade and SPU and is prepared to implement additional water shortage phases.

In support of regional efforts to date, the City of Kirkland has been proactive and has completed the following steps:

- The Public Works Director has activated a water shortage management coordination team to evaluate conditions, and determine actions for reducing City water use.
- The Water Division regularly updates the Public Works Director on the status of actions the City is taking internally to save water.
- The following public communications have been initiated: (See Outreach Plan, Attachment A)
 - Updated city webpages (including graphic on homepage)
 - Set up 24-Hour Water Curtailment Information Line (425-587-3860)
 - Messaging through social media (Kirkland Enviro Twitter and Facebook)
 - Created public handout "Top Ten Tips" for water curtailment
 - Messaging Voluntary Stage on fire station reader board signs
- With assistance from the City Attorney's office, Public Works has entered into an inter-local agreement with King County to fill City water trucks and sweepers with reclaimed water.
- Irrigation systems at fire stations have been shut off.
- Landscape watering times at City Hall and several City facilities have been reduced.
- The number of days median landscapes are irrigated/watered has been reduced.
- Parks Department is auditing their irrigation systems in parks supplied by the City's water system to make sure they are as efficient as possible. Note that Kirkland's waterfront parks are irrigated through direct withdrawal from Lake Washington and not through the use of potable water.

In accordance with Article 15.16.040 of the Kirkland Municipal Code, in case of shortage of water, the Department of Public Works is authorized to impose water use restrictions in order to efficiently safeguard the safety and health of the general public. The use of water for irrigation, cooling, or other uses may be forbidden, restricted, or regulated and such regulations may be made effective as to all customers or as to particular classes of customers. Rationing may be imposed during any shortage of water, either in lieu of, or in addition to, other measures hereby authorized.

The Director of Public Works shall conduct public education efforts regarding the benefits and necessity of conservation by the public, and is authorized to promulgate rules and regulations as may be necessary to implement water use restriction. The Director is also authorized to impose a surcharge if water usage practices exceed water conservation restrictions as set forth Section 5.74.040 of the Kirkland Municipal Code.

Next Steps

If SPU and Cascade move to mandatory and emergency phases of their water shortage plans, the Public Works Director will recommend implementation of the mandatory stage of the City of

Kirkland's plan. Mandatory Phase actions would include mandatory water use restrictions and surcharges. Additionally, Public Works will continue to enhance communication actions and evaluate ability, resources and plans to move into the Emergency/Rationing stage if necessary. Possible actions for supply and demand in the mandatory stage for homes, businesses and City use could include the following:

- Prohibiting all irrigations – turf, lawn, and garden watering between 10am and 7 pm.
- Limiting all lawn or turf watering to two days or one day per week.
- Rescinding hydrant use permits for developers/contractors.
- Prohibiting washing of sidewalks, streets, decks or driveways.

The City will continue to coordinate internally to identify ways to conserve water used in City operations, communicate publically what the City is doing and what the community can do to reduce water consumption and stay connected with Cascade and other water service providers on Water Shortage Contingency Plan implementation.



CITY OF KIRKLAND
Department of Finance and Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager
From: Kathi Anderson, City Clerk
Date: August 20, 2015
Subject: CLAIM(S) FOR DAMAGES

RECOMMENDATION

It is recommended that the City Council acknowledge receipt of the following Claim(s) for Damages and refer each claim to the proper department (risk management section) for disposition.

POLICY IMPLICATIONS

This is consistent with City policy and procedure and is in accordance with the requirements of state law (RCW 35.31.040).

BACKGROUND DISCUSSION

The City has received the following Claim(s) for Damages from:

- (1) Kareem Elaidy
11714 NE 131st Place, C12
Kirkland, WA 98034

Amount: \$219.00

Nature of Claim: Claimant states damage occurred to his vehicle wheel resulting from poor road conditions on Totem Lake Blvd NE.

- (2) Shirley Johns
11010 NE 135th Place
Kirkland, WA 98034

Amount: \$2146.20

Nature of Claim: Claimant states damage occurred to her residential fence resulting from a section of a tree, originating from Edith Moulton Park, falling on it.

- (3) Henry Luckenbaugh
9320 NE Juanita Drive, Apt. 3C
Kirkland, WA 98034

Amount: \$75,000.00

Nature of Claim: Claimant states he sustained bodily injury when he tripped and fell on Juanita Drive near Walgreens.

- (4) Northshore Fire Department
7220 NE 181st Street
Kenmore, WA 98028

Amount: \$1,419.67

Nature of Claim: Claimant states damage occurred to a Northshore FD fire hose when a Kirkland FD vehicle ran over it at an incident response scene.

- (5) WA State Department of Transportation
PO Box 47418
Olympia, WA 98504

Amount: \$165.68

Nature of Claim: Claimant states damage occurred to a WA State Department of Transportation excavator when a Kirkland FD vehicle water cannon sprayed gravel/rocks at an incident response scene.

- (6) Jordan and Dawne Weisman

Amount: \$6852.44

Nature of Claim: Claimant states damage occurred to their vehicle when it was driven over a construction plate on NE 85th Street freeway underpass.

Note: Names of claimants are no longer listed on the Agenda since names are listed in the memo.



CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Aaron McDonald, PE, Senior Project Engineer
Dave Snider, P.E., Capital Projects Manager
Kathy Brown, Public Works Director

Date: August 20, 2015

Subject: CROSS KIRKLAND CORRIDOR INTERIM TRAIL – ACCEPT WORK

RECOMMENDATION:

It is recommended that City Council take the following actions:

- Accept the work on the Cross-Kirkland Corridor (CKC) Interim Trail, as completed by Rodarte Construction, Inc., of Auburn, WA, thereby establishing the statutory lien period, and
- Approve the use of surplus Project funds for completing other associated and concurrent CKC improvements.

By taking action on this memo during approval of the consent calendar, City Council is accepting the contract for work on the subject Project and approving the use of unspent funds for other CKC-related improvements.

BACKGROUND DISCUSSION:

The City Council approved a two-phased development strategy for the CKC: 1) the design and construction of an "interim trail" to allow broad public use of the CKC, and 2) the implementation of the CKC Master Plan, as future funding allows. This memorandum recommends acceptance of the construction work on the Interim Trail.

The removal of the rails, together with the construction of the Interim Trail, as well as the completion of the Master Plan, all support City Council goals of Balanced Transportation, Sustainable Infrastructure and Parks Open Space & Recreational Services. The development of the CKC will: 1) serve transportation needs of Kirkland, 2) provide active use of the corridor in the near future, and 3) facilitate maintenance of the corridor. These actions help meet the



Goals of the City's Active Transportation Plan, specifically Goal G1 which calls for development of the Cross Kirkland Corridor.

At the April 15, 2014 meeting, City Council accepted the work on the Rail Removal contract and approved an overall project budget increase due to the receipt of the salvage value from the rail materials that were removed and marketed for re-use by the rail removal contractor. The current total budget for the Rail Removal and the Interim Trail work is \$4,141,400 with \$1,970,000 in State funds, \$1,071,000 in Federal dollars and \$1,100,400 in City matching funds, including the added revenue from the salvage operation (Attachment A).

With an engineer's estimate of \$2,183,945 for the Interim Trail construction, the subject Project was first advertised on May 1, 2014. A total of 5 bids were received with Rodarte Construction Inc. being the lowest responsive bidder. The construction contract was awarded to Rodarte.

During the construction phase, three change orders were executed. One was a no-cost change that added weather related working days to the project schedule. A second change order was for the administrative accounting of items paid for under unit bid prices, and a third accounted for a cooperatively negotiated reduction in the amount of work in the scope of the contract. Additional increases/decreases in the unit bid items for work performed were accommodated within the original bid amount and the final amount paid to the contractor is as shown in Table 1 below:

Table 1 CKC Construction Contract Expenses

Original Bid Amount	\$ 2,099,175.00
Contract Reduction (CO#3)	(\$ 53,184.00)
Adjusted Contract Amount	\$ 2,045,991.00
Final Payment	\$ 1,900,465.39
<i>Construction Contract Savings</i>	<i>\$ 145,525.61</i>

All State and Federal grant funds received for the project have been fully utilized. The current total of all CKC Interim Trail expenditures, including the construction contract, soft costs (i.e., design, construction administration, inspection and public outreach) and other known and/or completed miscellaneous expenses is currently \$3,955,312. Miscellaneous items included the removal of the rails in NE 124th Street and Totem lake Blvd., added trail head access points and the purchase of parts of the Kalakala, together with the development of an Art integration Plan. As a result, there is an anticipated overall funding surplus of \$186,088 (\$4,141,400-\$3,955,312) and staff is recommending that these funds remain available for additional CKC related expenses (Attachment A).

With the Interim Trail construction contract expenses known, Table 2 below outlines other possible CKC expenses:

Table 2 Additional CKC Expenses

CURRENT OVERALL BUDGET BALANCE			\$186,088 *
Additional Enhancements	Expended	Anticipated	
1. Trail Heads & Connections		\$17,500	
2. CKC User/Staff Requested Items		\$82,500	
Sub-Total		\$100,000	(\$100,000)
Balance/Misc./Contingency			(\$86,088)
Estimated Ending Balance			\$ 0

* See Attachment A

The Rail Removal at 124th Ave NE and Totem Lake Blvd, noted above, is currently under construction. The removal of the rails within the pavement is complete and the street paving is scheduled to be done by the end of August with the work being accomplished through the City's Job Order Contracting process.

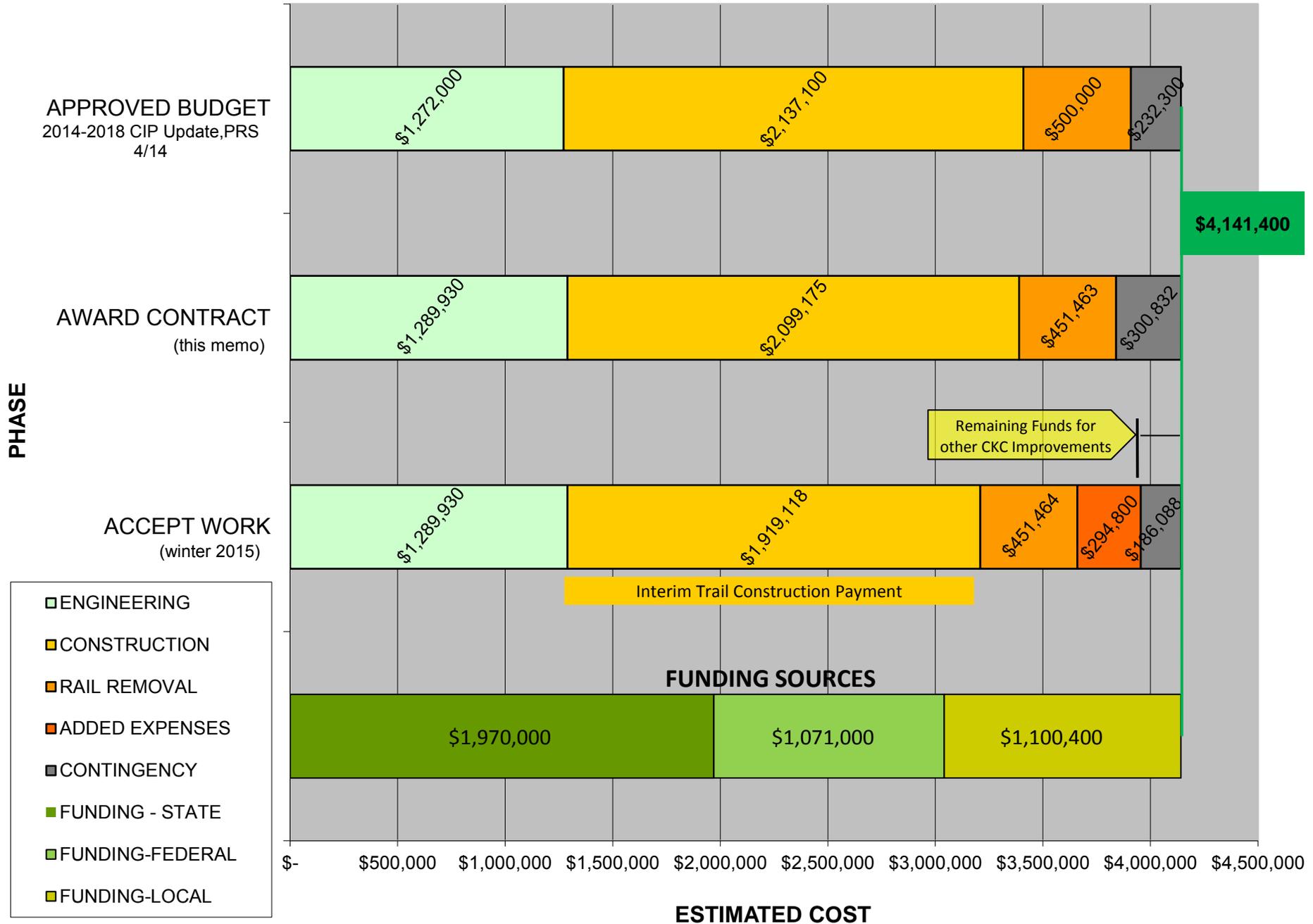
As a very popular new non-motorized amenity for the City, the Interim Trail continues to be well used. Through its popularity and heavy use, user recommendations are being compiled, along with staff-recommended enhancements. As a result, staff recommends that the City Council approve the use of remaining Project budget balance for additional enhancements along the CKC. Staff will continue to assess and rank other requested improvements, and will provide regular CKC updates to City Council with information on the use of the remaining Project budget. The next CKC Update is scheduled for the City Council meeting of September 15, 2015.

Attachment A – Project Budget Report

CROSS-KIRKLAND CORRIDOR SALVAGE/INTERIM TRAIL
NM-0024

Attachment A

Project Budget Report





CITY OF KIRKLAND
Planning & Building Department
123 Fifth Avenue, Kirkland, WA 98033
425.587.3225 - www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Jon Regala, Planning Supervisor
Jeremy McMahan, Planning Manager
Eric Shields, AICP, Planning Director

Date: August 19, 2015

File No.: CAM13-02032

Subject: FOLLOW-UP TO AMENDMENTS TO MULTI-FAMILY PARKING REQUIREMENTS

RECOMMENDATION

Staff recommends that the City Council approve the attached ordinance adding the citywide multi-family parking requirement to use zone listings that were inadvertently omitted from Ordinance O-4487 adopting the new citywide standards. Through adoption of the consent calendar with a roll call vote, this ordinance will be approved.

BACKGROUND DISCUSSION

Following the passage of Ordinance O-4487 at the July 21, 2015 Council meeting, it was discovered that the updated parking requirement, which was to be applied to multi-family development citywide, was not applied to several use listings. Staff's initial application of the new parking requirement was focused only on the multi-family use listing described as "Detached, Attached, or Stacked Dwelling Units." Upon further review of the use zone charts, there are other multi-family use listings with a slightly different description such as "Development Containing Stacked or Attached Dwelling Units and Office Uses" that should have been included in O-4487. The purpose of the attached ordinance is to accurately reflect the actions taken by the City Council. The attached ordinance corrects this omission in four zones: general 'Office Zones' development standards, Juanita Business District 1 (JBD1), Rose Hill Business District 4 (RH4), and Rose Hill Business District 7 (RH7).

ORDINANCE O-4489

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING, PLANNING, AND LAND USE AND AMENDING THE FOLLOWING CHAPTERS OF THE KIRKLAND ZONING CODE RELATING TO MULTI-FAMILY PARKING REQUIREMENTS: 30, 52, 53 AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. CAM13-02032.

1 WHEREAS, the City Council received a recommendation from
2 the Kirkland Planning Commission to amend certain sections of the
3 Kirkland Zoning Code, as set forth in the report and recommendation of
4 the Planning Commission dated December 8, 2014 and bearing Kirkland
5 Department of Planning and Community Development File No. CAM13-
6 02032; and
7

8 WHEREAS, prior to making the recommendation, the Kirkland
9 Planning Commission and Houghton Community Council, following
10 notice as required by RCW 36.70A.035, on August 28, 2014, held a joint
11 public hearing, on the amendment proposals and considered the
12 comments received at the hearing; and
13

14 WHEREAS, pursuant to the State Environmental Policy Act
15 (SEPA), a determination of nonsignificance, including supporting
16 environmental documents, issued by the responsible official pursuant to
17 WAC 197-11-340, accompanied the legislative proposal and
18 recommendation through the entire consideration process; and
19

20 WHEREAS, in regular public meeting the City Council considered
21 the environmental documents received from the responsible official,
22 together with the report and recommendation of the Planning
23 Commission; and
24

25 WHEREAS, on July 21, 2015, the City Council approved
26 Ordinance O-4487 amending the City's multi-family parking
27 requirements and giving the multi-family parking requirements citywide
28 application; and
29

30 WHEREAS, Ordinance O-4487 as presented to and approved by
31 the City Council inadvertently omitted the amended multi-family parking
32 requirements in several use zone listings; and
33

34 WHEREAS, the City Council wishes to correct this omission.
35

36 NOW, THEREFORE, the City Council of the City of Kirkland
37 do ordain as follows:
38

39 Section 1. Chapters 30, 52, and 53 of the Kirkland Zoning Code
40 are amended as set forth in Attachment A attached to this ordinance
41 and incorporated by reference.
42

43 Section 2. If any section, subsection, sentence, clause, phrase,
44 part or portion of this ordinance, including those parts adopted by

45 reference, is for any reason held to be invalid or unconstitutional by any
46 court of competent jurisdiction, such decision shall not affect the validity
47 of the remaining portions of this ordinance.

48
49 Section 3. To the extent the subject matter of this ordinance is
50 subject to the disapproval jurisdiction of the Houghton Community
51 Council, this ordinance shall become effective within the Houghton
52 Community Municipal Corporation only upon approval of the Houghton
53 Community Council or the failure of said Community Council to
54 disapprove this ordinance within 60 days of the date of the passage of
55 this ordinance.

56
57 Section 4. Except as provided in Section 3, this ordinance shall
58 be in full force and effect five days from and after its passage by the
59 Kirkland City Council and publication, pursuant to Section 1.08.017
60 Kirkland Municipal Code, in the summary form attached to the original
61 of this ordinance and by this reference approved by the City Council,
62 as required by law.

63
64 Section 5. A complete copy of this ordinance shall be certified
65 by the City Clerk, who shall then forward the certified copy to the King
66 County Department of Assessments.

67
68 Passed by majority vote of the Kirkland City Council in open
69 meeting this ____ day of _____, 2015.

70
71 Signed in authentication thereof this ____ day of _____,
72 2015.

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney

Development Standards Table – Office Zones

(PO; PR 8.5; PR 5.0; PR 3.6; PR 2.4; PRA 2.4; PR 1.8; PRA 1.8; PLA 5B, PLA 5C; PLA 6B; PLA 15A; PLA 17A)

(Refer to KZC [30.20](#), Permitted Uses Table, to determine if a use is allowed in the zone; see also KZC [30.30](#), Density/Dimensions Table)

Use		Landscape Category (Chapter 95 KZC)	Sign Category (Chapter 100 KZC)	Required Parking Spaces (Chapter 105 KZC)
30.40.080	Development containing: Attached or Stacked Dwelling Units; and Restaurant or Tavern; and Marina	E	E	<p>See KZC 105.25.</p> <p><u>For residential: 1.2 per studio unit</u></p> <p><u>1.3 per 1 bedroom unit</u></p> <p><u>1.6 per 2 bedroom unit</u></p> <p><u>1.8 per 3 or more bedroom unit</u></p> <p><u>See KZC 105.20 for visitor parking requirements.</u></p> <p><u>For other uses see KZC 105.25.</u></p>
30.40.090	Development Containing Stacked or Attached Dwelling Units and Office Uses	C	D	<p>See KZC 105.25.</p> <p><u>For residential: 1.2 per studio unit</u></p> <p><u>1.3 per 1 bedroom unit</u></p> <p><u>1.6 per 2 bedroom unit</u></p> <p><u>1.8 per 3 or more bedroom unit</u></p> <p><u>See KZC 105.20 for visitor parking requirements.</u></p> <p><u>For other uses see KZC 105.25.</u></p>

Section 52.12

Zone
JBD-1

USE ZONE CHART

USE REGULATIONS		DIRECTIONS: FIRST, read down to find use... THEN, across for REGULATIONS											
		MINIMUMS			MAXIMUMS			Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)			
Section 52.12	Development containing two or more of the following uses: - Retail Establishments, including Restaurants and Taverns - Office Uses - Stacked or Attached Dwelling Units See Special Regulations 1 and 2.	Required Review Process	Lot Size	REQUIRED YARDS (See Ch. 115)			Lot Coverage					Height of Structure	Landscape Category (See Ch. 95)
				Front	Side	Rear							
.120	Development containing two or more of the following uses: - Retail Establishments, including Restaurants and Taverns - Office Uses - Stacked or Attached Dwelling Units See Special Regulations 1 and 2.	If the development exceeds 30' above average building elevation, then Process I/A, Chapter 150 KZC, otherwise D.R., Chapter 142 KZC.	See Spec. Reg. 3	0'	0'	0'	80%	See Spec. Regs. 4 and 12.	See Spec. Reg. 5.	See Spec. Regs. 6 and 7.	See KZC 105.25.	1. A development which includes two or more of the uses specifically listed in this "use" column may also include one or more of the other uses allowed in this zone. 2. The following uses are not permitted in this zone: a. Retail establishments providing storage services unless accessory to another permitted use. b. Automobile sales and/or rental facilities. c. Outdoor storage of bulk commodities, except in the following circumstances: 1) If the square footage of the storage area is less than 20 percent of the total square footage of the retail structure; or 2) If the commodities represent growing stock in connection with horticultural nurseries, whether the stock is in open ground, pots, or containers. d. Storage and operation of heavy equipment, except delivery vehicles associated with retail uses. 3. The minimum lot size for this use is eight acres. Lot size requirements for this use do not require that the entire subject property be under one ownership, as long as the entire development is approved at one time as a Master Plan. The maximum height of structures on the subject property is as follows: a. If the subject property contains at least 11 acres: 1) On the northern portion of the site, structures may not exceed 78 feet above average building elevation; and 2) On the southern portion of the site, structures may not exceed 30 feet above average building elevation. b. If the subject property contains more than eight acres, but less than 11 acres: 1) On the northern portion of the site, structures may not exceed 52 feet above average building elevation; and 2) On the southern portion of the site, structures may not exceed 30 feet above average building elevation. 5. Chapter 95 KZC applies to the development of the subject property. The City will determine required buffers for the proposed development as part of the approval process based on the following: a. The buffering should integrate development of the subject property with compatible development on adjoining property to provide a unified appearance to the business district.	
<div style="border: 1px solid red; padding: 5px; width: fit-content;"> For residential: 1.2 per studio unit 1.3 per 1 bedroom unit 1.6 per 2 bedroom unit 1.8 per 3 or more bedroom unit See KZC 105.20 for visitor parking requirements. For other uses see KZC 105.25. </div>													

REGULATIONS CONTINUED ON NEXT PAGE

Section 53.44

Zone RH 4

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use... THEN, across for REGULATIONS

Section 53.44	USE REGULATIONS	Required Review Process	MINIMUMS			MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
			Lot Size	REQUIRED YARDS (See Ch. 115)		Lot Coverage	Height of Structure				
				Front	Side						
.050	Office Uses	D.R., Chapter 142 KZC.	None	20'	5' but 2 side yards must equal to least 15'.	10'	70%	C	D	If a medical, dental or veterinary office, then 1 per each 200 sq. ft. of gross floor area. Otherwise, 1 per each 300 sq. ft. of gross floor area.	1. The following regulations apply to veterinary offices only: a. May only treat small animals on the subject property. b. Outside runs and other outside facilities for the animals are not permitted. 2. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if: a. The ancillary assembled or manufactured goods are subordinate to and dependent on this use. b. The outward appearance and impacts of this use with ancillary assembly or manufacturing activities must be no different from other office uses.
.060	Development Containing Stacked or Attached Dwelling Units and Office Uses. See Spec. Reg. 1.		3,600 sq. ft. See Spec. Reg. 2.	5' but 2 side yards must equal to least 15'. See Spec. Reg. 6.	10' See Spec. Reg. 7.				See KZC 105.25.	1. A veterinary office is not permitted in any development containing dwelling units. 2. Minimum amount of lot area per dwelling unit is 3,600 square feet. 3. Chapter 115 KZC contains regulations regarding home occupations and other accessory uses, facilities and activities associated with this use. 4. If the subject property contains four or more units, then it must contain at least 200 square feet per unit of common recreational space usable for many activities. This required common recreational open space must have the following minimum dimensions: a. For four to 20 units, the open space must be in one or more pieces each having at least 800 square feet, and having a length and width of at least 25 feet. 5. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if: a. The ancillary assembled or manufactured goods are subordinate to and dependent on this use. b. The outward appearance and impacts of this use with ancillary assembly or manufacturing activities must be no different from other office uses. 6. The side yard may be reduced to zero feet if the side of the dwelling unit is attached to a dwelling unit on an adjoining lot. If one side of a dwelling unit is so attached and the opposite side is not, the side that is not attached must provide a minimum side yard of five feet. 7. The rear yard may be reduced to zero feet if the rear of the dwelling unit is attached to a dwelling unit on an adjoining lot.	

For residential: 1.2 per studio unit
 1.3 per 1 bedroom unit
 1.6 per 2 bedroom unit
 1.8 per 3 or more bedroom unit
 See KZC 105.20 for visitor parking requirements.
 For other uses see KZC 105.25.

Section 53.74

Zone RH 7

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use... THEN, across for REGULATIONS

Section 53.74	USE REGULATIONS	Required Review Process	MINIMUMS			MAXIMUMS			Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
			Lot Size	REQUIRED YARDS (See Ch. 115)			Lot Coverage	Height of Structure				
				Front	Side	Rear						
.080	Development Containing Stacked Dwelling Units and one or more of the following uses: Retail uses including Banking and Other Financial Services, Restaurants or Taverns See Spec. Regs. 1 and 2.	D.R., Chapter 142 KZC.	More than 3 acres.	10' adjacent to NE 85th St., otherwise 20'.	0'	0'	80%	45' above average building elevation.	A	E	See KZC 105.25. 1. Development may also include other uses allowed in this zone. 2. The following uses are not permitted in this zone: a. Vehicle service stations. b. Automotive service centers. c. Uses with drive-in facilities or drive-through facilities. d. Retail establishments providing storage services unless accessory to another permitted use. e. Retail establishment involving the sale, service or repair of automobiles, trucks, boats, motorcycles, recreational vehicles, heavy equipment and similar vehicles. 3. The entire zone must be physically integrated both in site, building design, pedestrian access internally and to the street and provide other pedestrian amenities. 4. At least 10 percent of the units in new residential developments of four units or greater shall be affordable housing units as defined in Chapter 5 KZC. See Chapter 112 KZC for additional affordable housing requirements and incentives.	
.090	Church		None					30' above average building elevation.		B	1 per every 4 people based on maximum occupancy load of any area of worship. See Special Regulation 2. 2.	

For residential: 1.2 per studio unit
 1.3 per 1 bedroom unit
 1.6 per 2 bedroom unit
 1.8 per 3 or more bedroom unit
 See KZC 105.20 for visitor parking requirements.
 For other uses see KZC 105.25.

PUBLICATION SUMMARY
OF ORDINANCE O-4489

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING, PLANNING, AND LAND USE AND AMENDING THE FOLLOWING CHAPTERS OF THE KIRKLAND ZONING CODE RELATING TO MULTI-FAMILY PARKING REQUIREMENTS: 30, 52, AND 53, FILE NO. CAM13-02032.

SECTION 1. Amends multi-family parking requirements in Chapters 30, 52, AND 53 of the Kirkland Zoning Code.

SECTION 2. Provides a severability clause for the ordinance.

SECTION 3. Establishes that this ordinance, to the extent it is subject to disapproval jurisdiction, will be effective within the disapproval jurisdiction of the Houghton Community Council Municipal Corporation upon approval by the Houghton Community Council or the failure of said Community Council to disapprove this ordinance within 60 days of the date of the passage of this ordinance.

SECTION 4. Authorizes the publication of the ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as five days after publication of summary.

SECTION 5. Directs the City Clerk to certify and forward a complete certified copy of this ordinance to the King County Department of Assessments.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the ____ day of _____, 2015.

I certify that the foregoing is a summary of Ordinance O-4489 approved by the Kirkland City Council for summary publication.

City Clerk



CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.Kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Jennifer Schroder, Director of Parks and Community Service
Kathy Brown, Director of Public Works

Date: August 20, 2015

Subject: PROPOSITION 1 – STREETS & PED SAFETY LEVY ACCOUNTABILITY REPORT
PROPOSITION 2 – PARKS LEVY ACCOUNTABILITY REPORT

RECOMMENDATION:

It is recommended that the City Council accept the 2014 Accountability Reports for Proposition 1- Streets & Pedestrian Safety Levy and Proposition 2 - Parks Maintenance, Restoration and Enhancement Levy and approve the corresponding resolutions. By adopting the consent calendar both resolutions are approved.

BACKGROUND DISCUSSION:

On November 6, 2012, Kirkland voters approved Propositions 1 & 2, a new source of revenue for significant street and parks improvements throughout the City. Proposition 1 funded additional street preservation and pedestrian safety projects. Proposition 2 funded the preservation, maintenance, and enhancement of Kirkland's parks and natural areas. To ensure that Kirkland's residents are able to monitor progress toward the established levy goals, an annual accountability report was to be provided for each levy. Copies of the draft 2014 reports are attached to each of the two resolutions incorporated herein.

These reports have been delayed somewhat as the staff that normally produce them have been focused on outreach efforts necessary for finalizing 2035 Master Plans, the 2015-2020 CIP process, the Aquatic, Recreation and Community Center, and other major projects such as Park Lane and the Edith Moulton Park plan. Future accountability reports will be produced on a faster timeline, with the goal of approval and publishing the reports to occur in the first half of each year.

Separate Resolutions

Staff recommends adopting each accountability report with a separate resolution since the accountability reports will be annual events in perpetuity. It may be that in future years the readiness of each report might occur at different times during the year or future Councils may request additional information or edits for one or both reports that result in the reports being

approved at different Council meetings. Adopting the initial accountability reports as separate resolutions sets the precedent that allows for future flexibility in timing.

Streets and Pedestrian Safety Levy Report

The Streets and Pedestrian Safety Levy Report explains Kirkland's strategy for street preservation and the policy basis for the City's balanced transportation goal. It describes how citizens can nominate capital improvement projects through the interactive Suggest-a-Project online map and demonstrates the streets levy's relationship to property taxes.

As first reported to City Council at their regular meeting of May 6, 2014, the Streets Levy Report devotes most of its content to articulating the targets of the streets levy, as detailed in the ballot and in the voter fact sheet, and tracking Kirkland's progress toward them. The 20 year targets include \$60 million in total spending—roughly \$2.7 million per year toward street preservation and \$300,000 per year to pedestrian safety.

Parks Maintenance, Restoration and Enhancement Levy Report

Park Levy funds are allocated to Park Maintenance and Operations (\$1.095 million) with an annual investment of approximately \$1 million for Park Capital Projects (\$7.5 million over the first seven years). The Park Levy Accountability Report informs the community of annual accomplishments and funding status.

Public Outreach

With City Council approval, staff will distribute the report through the City's website and listservs, as well as at community meetings throughout 2015. Staff will have hard copies available at City facilities and notify residents of the availability of the reports through a press release.

RESOLUTION R-5143

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND
ADOPTING THE 2014 STREETS LEVY ACCOUNTABILITY REPORT FOR
PROPOSITION 1 – STREETS AND PEDESTRIAN SAFETY LEVY.

WHEREAS, in November 2012, Kirkland voters approved
Proposition 1 – Levy for City Parks Maintenance, Restoration and
Enhancement ("Streets Levy"); and

1 WHEREAS, Ordinance No. 4364 adopted by the Kirkland City
2 Council to place Proposition 1 on the ballot described the restricted uses
3 for the funding as well as the requirement to produce an accountability
4 report documenting actions and the status of the programs funded by
5 the Streets Levy; and
6

7 WHEREAS, the submitted 2014 Streets Levy Accountability
8 Report reflects the allocation of Street Levy funds to fund street
9 maintenance and safety improvements for arterial, local and
10 neighborhood streets, including resurfacing, pothole repair, bicycle
11 route enhancements, pedestrian safety improvements, traffic calming
12 projects, school walk routes, sidewalks and crosswalks; and
13

14 WHEREAS, the 20-year targets in the 2014 Streets Levy
15 Accountability Report include \$60 million in total spending – roughly
16 \$2.7 million per year toward street preservation and \$300,000 per year
17 to pedestrian safety; and
18

19 WHEREAS, the City Council desires to adopt the 2014 Streets
20 Levy Accountability Report;
21

22 NOW, THEREFORE, be it resolved by the City Council of the City
23 of Kirkland as follows:
24

25 Section 1. The Kirkland City Council adopts the 2014 Streets
26 Levy Accountability Report attached as Exhibit A and incorporated by
27 this reference.
28

29 Section 2. The Kirkland City Council authorizes the posting of
30 the 2014 Streets Levy Accountability Report on the City website and the
31 distribution of the Report through community meetings.
32

33 Passed by majority vote of the Kirkland City Council in open
34 meeting this ____ day of _____, 2015.
35

36 Signed in authentication thereof this ____ day of _____,
37 2015.

MAYOR

Attest:

City Clerk

▶ **LEVY IMPROVES KIRKLAND'S NETWORK OF ROADS**

Kirkland

A 2014 ACCOUNTABILITY REPORT ON THE STREET MAINTENANCE and PEDESTRIAN SAFETY LEVY PROGRAM

COMMON GOOD

Neighborhood Safety Program
focuses on greatest benefit PG. 17



SAFETY IMPROVES
for walking and bicycling PG. 10





THE PURPOSE **OF PROCESS**

Residents ease the process by participating in focus groups

Inside Peter Kirk Community Center's Sun Room, 17 residents took seats around a conference table, ready to answer a series of questions about an event they had all experienced more than a year earlier.

They had no external reason to come—no incentive to lure them or consequence to compel them through that November evening

drizzle. Theirs was a cause of civic altruism.

By participating in the focus groups, these 17 strangers improved the way Kirkland's staff communicates with its residents about the process of maximizing their neighborhood roads' useful lives. The process to do that lasts just eight hours. But the burden on residents is direct. Residents can't drive, walk or allow water

Kirkland used levy funds in 2014 to extend by five to 10 years the lives of neighborhood roads in the Market, Norkirk, Bridle Trails and South Rose Hill neighborhoods.

to drain on the road once crews have spread slurry seal over it. If they need to drive their vehicles while the slurry seal is curing, they must park their vehicle somewhere else—sometimes blocks away. The inconvenience causes some to question its purpose.

That purpose is fundamental to the City's core obligations: to provide more durable and

less expensive roads. Slurry seal adds another five to 10 years of use to Kirkland's neighborhood roads—all for about \$1,600 a block. It prevents rain, sleet and snow from undermining the road's structure. The levy is helping Kirkland preserve more roads every year. And residents are helping each other understand the process. ◀

People with disabilities may request materials in alternate formats. Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City. To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at (425) 587-3831 (TTY Relay: 711) or titlevicordinator@kirklandwa.gov.

ANOTHER 40 MILES

The levy enabled Kirkland in 2014 to overlay 10.5 lane-miles of arterials and slurry seal 30 miles of neighborhood streets.

Kirkland added five to eight years of life in 2014 to 30 lane-miles of neighborhood roads in four different neighborhoods, thanks largely to the levy. Bridle Trails, South Rose Hill, Norkirk and Market neighborhoods received slurry seal.

The levy also helped the City resurface 11.6 arterial lane-miles in 2014 (indicated in black on this map).

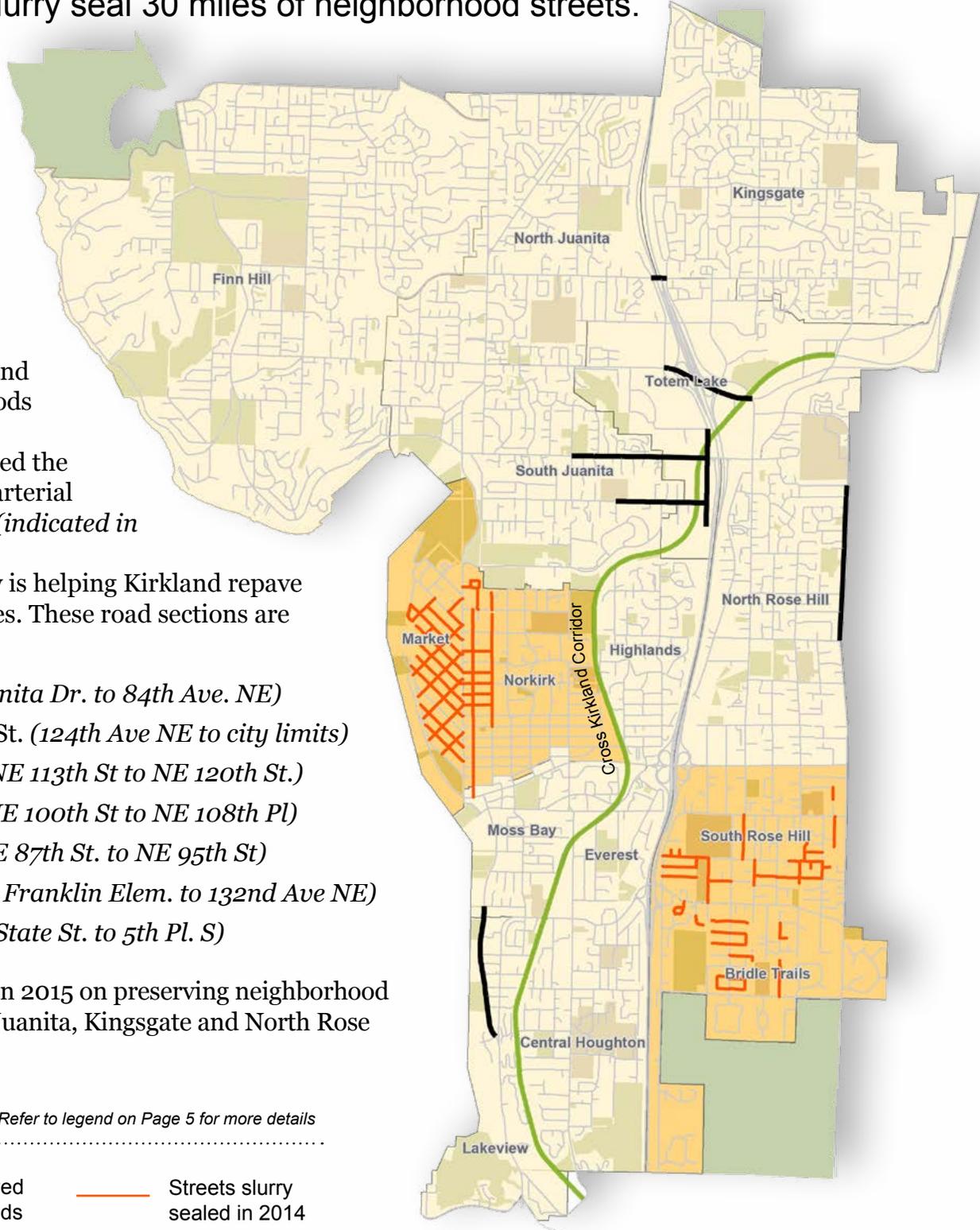
This year, the levy is helping Kirkland repave 10 arterial lane miles. These road sections are indicated below:

- NE 141st St. (Juanita Dr. to 84th Ave. NE)
- NE 144th/143rd St. (124th Ave NE to city limits)
- 132nd Ave. NE (NE 113th St to NE 120th St.)
- 124th Ave. NE (NE 100th St to NE 108th Pl)
- 116th Ave NE (NE 87th St. to NE 95th St)
- NE 60th St. (Ben Franklin Elem. to 132nd Ave NE)
- Seventh Ave. S. (State St. to 5th Pl. S)

Kirkland will focus in 2015 on preserving neighborhood roads in the North Juanita, Kingsgate and North Rose Hill neighborhoods.

LEGEND Refer to legend on Page 5 for more details

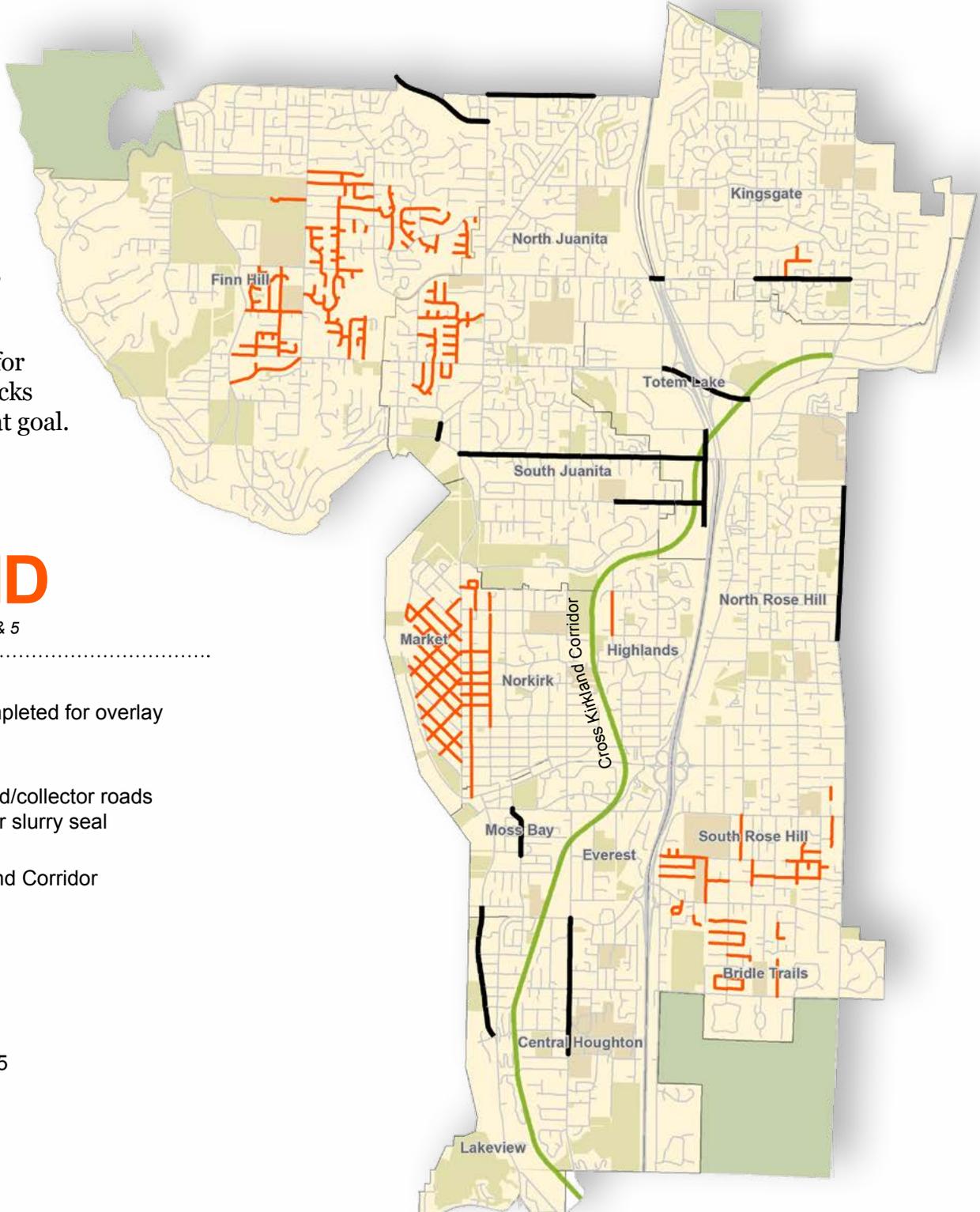
-  Streets repaved with 2014 funds
-  Streets slurry sealed in 2014



PROGRESS CONTINUES

By 2033, the levy will have paid for the preservation of 240 lane miles of neighborhood roads and repaved 90 lane miles of arterials.

Kirkland's residents approved an ambitious goal when they passed the levy: Treat every eligible neighborhood road, repair potholes and reduce long-term maintenance costs for roads. This map tracks progress toward that goal.



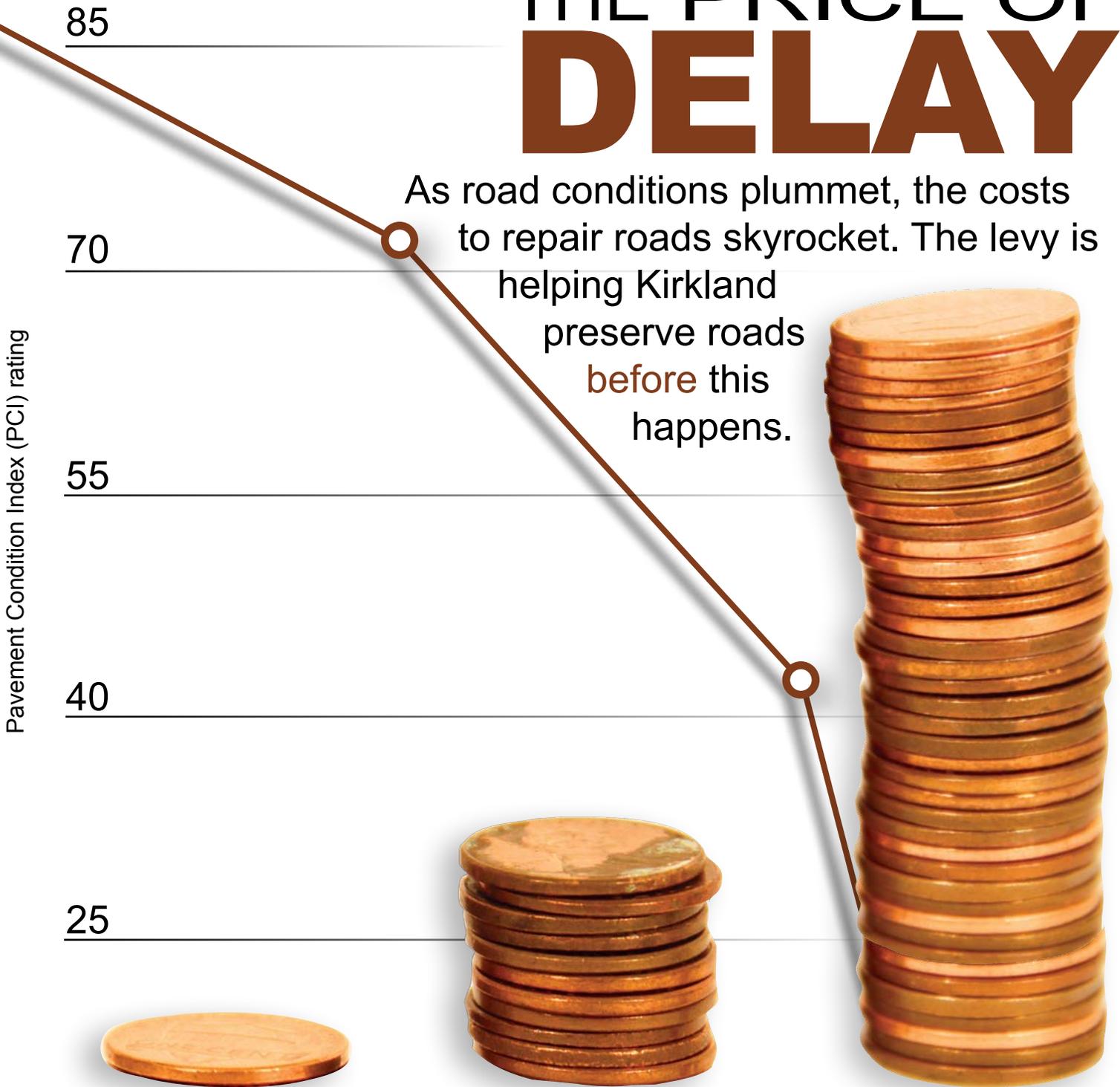
LEGEND

Refers to maps on pages 4 & 5

-  Arterials completed for overlay
-  Neighborhood/collector roads completed for slurry seal
-  Cross Kirkland Corridor
-  Schools
-  Parks
-  Interstate 405

THE PRICE OF DELAY

As road conditions plummet, the costs to repair roads skyrocket. The levy is helping Kirkland preserve roads before this happens.



Weathered: A few superficial cracks
Treatment: Slurry seal
Cost: \$1,600/City block

Minor: Linear cracks; alligator cracks; rutting
Treatment: Resurface
Cost: \$17,000/City block

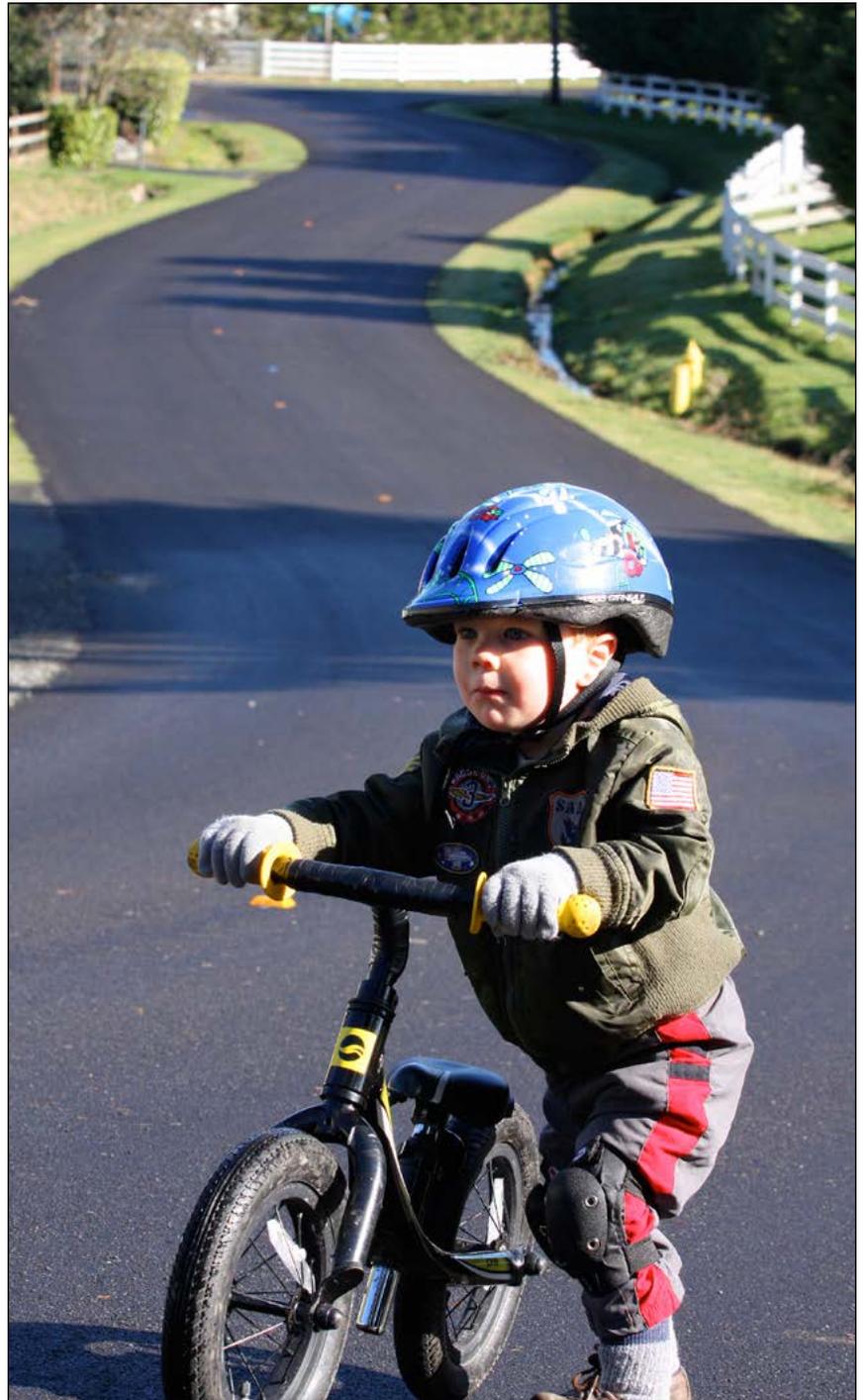
Serious: Extensive alligator cracks, potholes
Treatment: Reconstruct
Cost: \$65,000/City block

WE DON'T DO WORST FIRST

Kirkland's strategy is to keep most roads in good condition, rather than a few in perfect condition.

The strategy focuses resources on most of Kirkland's neighborhood roads—those roads that are still in good condition, but nearing a monetary point of no return. The reason: For the costs of reconstructing a single City block, Kirkland can slurry seal 41 blocks. The result is a network of functioning streets that are relatively inexpensive to maintain. A “worst-first” strategy would result in the opposite: A few functioning streets and a backlog of failing roads that are too expensive to repair.

To squeeze more life out of Kirkland's failing roads, City crews patch potholes and alligator cracks. The exception in 2013 was 97th Avenue Northeast from Juanita Drive to 119th Way. Potholes and alligator cracks had destroyed 341 feet of that road beyond a street overlay's capacity to repair it. The section—less than a City block—required total reconstruction. The cost, more than \$65,000, illustrates why it was Kirkland's first curb-to-curb road reconstruction in nearly a decade. ◀



A toddler pushes his balance bike up Northeast 61st Street in the Bridle Trails neighborhood, shortly after the City of Kirkland treated it in 2012 with slurry seal. Residents of the neighborhood said in a pair of focus groups conducted November 2013 that they were pleased with their treated street surface, even though it initially had more friction.



SPACE FOR **PEOPLE**

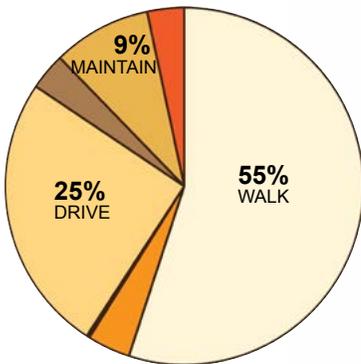
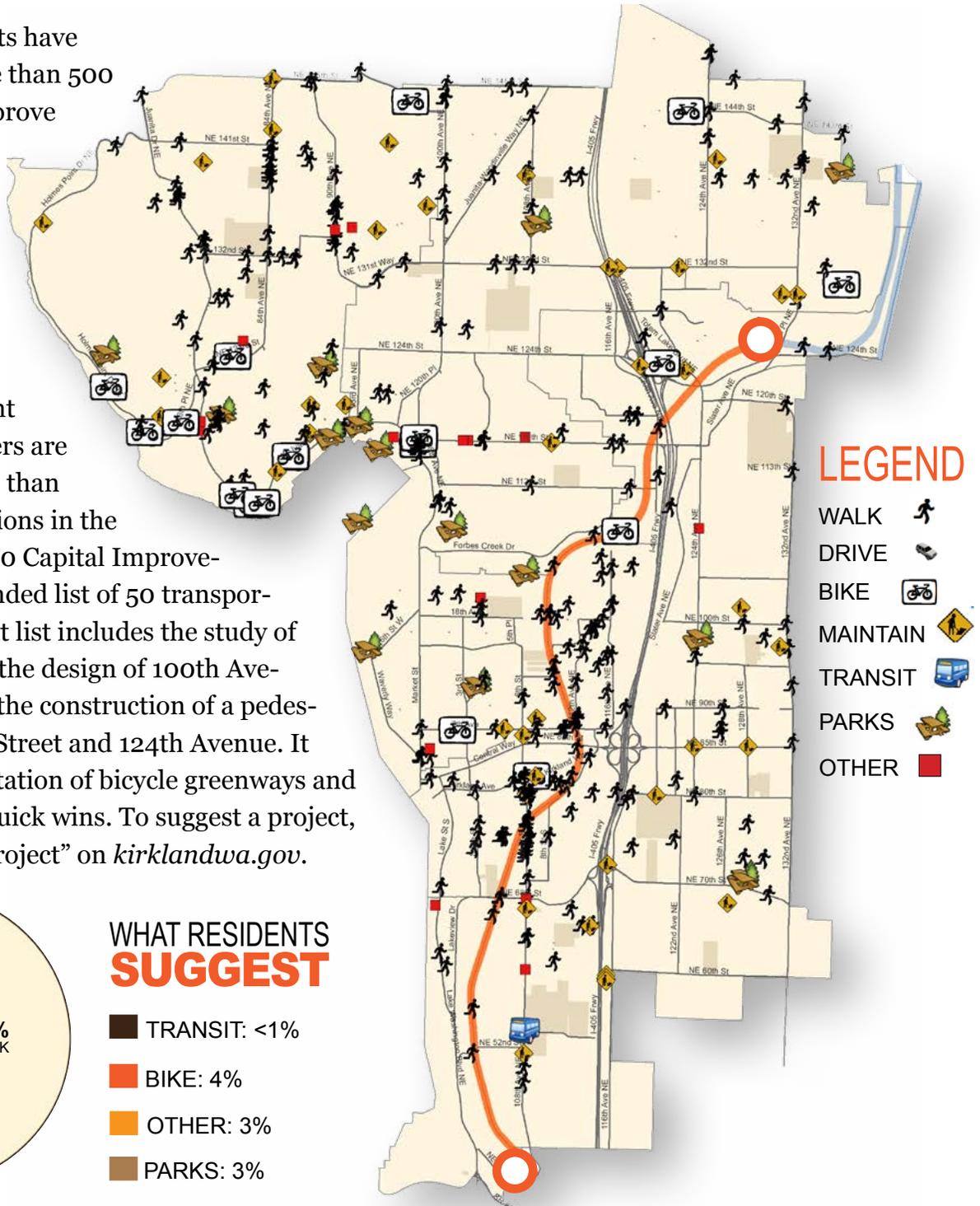
Repaving Lake Washington Boulevard presented the City of Kirkland in 2014 with an opportunity to enhance the arterial's ability to move people, not just cars. Transportation engineers preserved on-street parking and dedicated an extra foot of space to cycling by narrowing the automobile lanes to nine and-a-half feet. The result of this new configuration is roomier bike lanes, shorter pedestrian crossings and slower automobile speeds. ◀



SUGGEST-A-PROJECT

Residents suggested more than 60 percent of the projects in the proposed capital improvement program's list of funded transportation projects.

Kirkland residents have suggested more than 500 specific ways to improve their city since 2011, when Kirkland leaders unveiled an interactive map that invites the public to help shape the capital improvement program. City leaders are incorporating more than 30 of those suggestions in the proposed 2015-2020 Capital Improvement Program's funded list of 50 transportation projects. That list includes the study of Sixth Street South, the design of 100th Avenue Northeast and the construction of a pedestrian bridge at 124 Street and 124th Avenue. It includes implementation of bicycle greenways and the Juanita Drive quick wins. To suggest a project, search "suggest a project" on kirklandwa.gov.





This rapid flashing beacon aided this student's Oct. 8, 2013 journey across Northeast 116th Street to Alexander Graham Bell Elementary School.

GETTING SAFER

The Streets Levy leverages state and federal grants to complete school walk routes and to make the City safer for foot and bike travel.

Kirkland residents now have 34 rapid flashing beacons to illuminate them at crosswalks throughout the City. Kirkland used levy funds in the 13 months after the levy's passage to build nearly half of those. The City completed construction in January 2014 on all of the levy-funded pedestrian improvements planned through December 2014. The City also used the levy to leverage state and federal grants for safety features, such as sidewalks and flashing beacons. This includes an \$86,000 Transportation Improvement Board grant that helped pay for a sidewalk along 112th Avenue Northeast and a Washington Traffic Safety grant that paid for all but the in-house labor to install crosswalk lights on 84th Avenue Northeast, near Finn Hill Junior High, Carl Sandburg and Thoreau elementary schools. ◀

FLASHING BEACONS

The levy has paid for more than half of the rapid flashing beacons the City has installed at crosswalks throughout Kirkland.

Pedestrian safety increased at 15 Kirkland crosswalks within 15 months of the levy's passage.

Levy-funded beacons

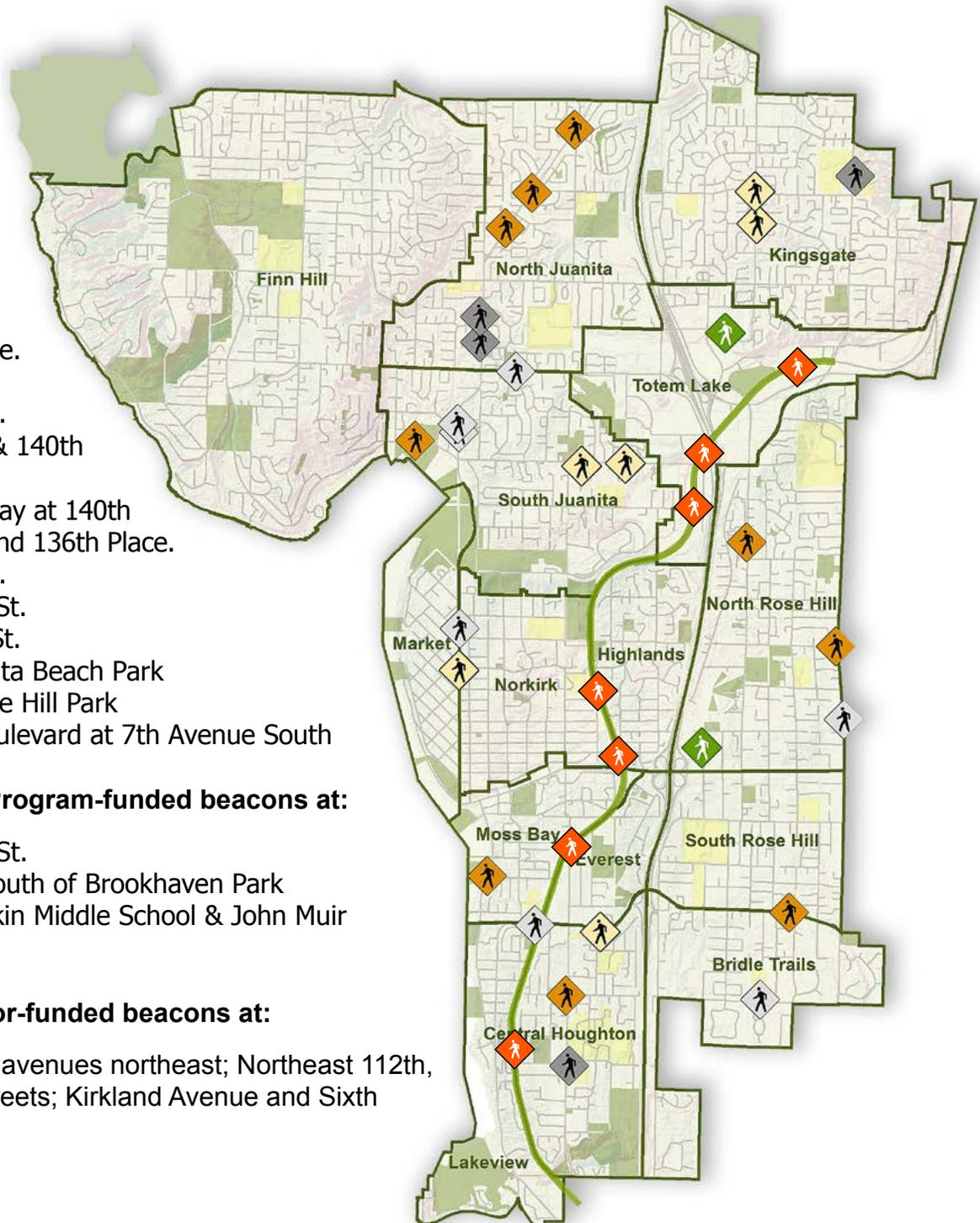
- ◆ Market & 15th Ave.
- ◆ 116th St. at 110th Ave. & at 113th Ave.
- ◆ 68th St. at 111th Ave.
- ◆ 124th Ave. at 137th & 140th streets
- ◆ Juanita-Woodinville Way at 140th St., and at 143rd Place and 136th Place.
- ◆ 108th Ave. at 60th St.
- ◆ 132nd Ave. at 100th St.
- ◆ 124th Ave. at 108th St.
- ◆ Juanita Drive at Juanita Beach Park
- ◆ 70th St. at South Rose Hill Park
- ◆ Lake Street South Boulevard at 7th Avenue South

Capital Improvement Program-funded beacons at:

- ◆ 108th Ave. and 53rd St.
- ◆ 100th Ave. north & south of Brookhaven Park
- ◆ 132nd Ave. at Kamiakin Middle School & John Muir Elementary

Cross Kirkland Corridor-funded beacons at:

- ◆ 128th, 120th & 108th avenues northeast; Northeast 112th, 110th, 87th and 52nd streets; Kirkland Avenue and Sixth Street South



IN 19 YEARS ...

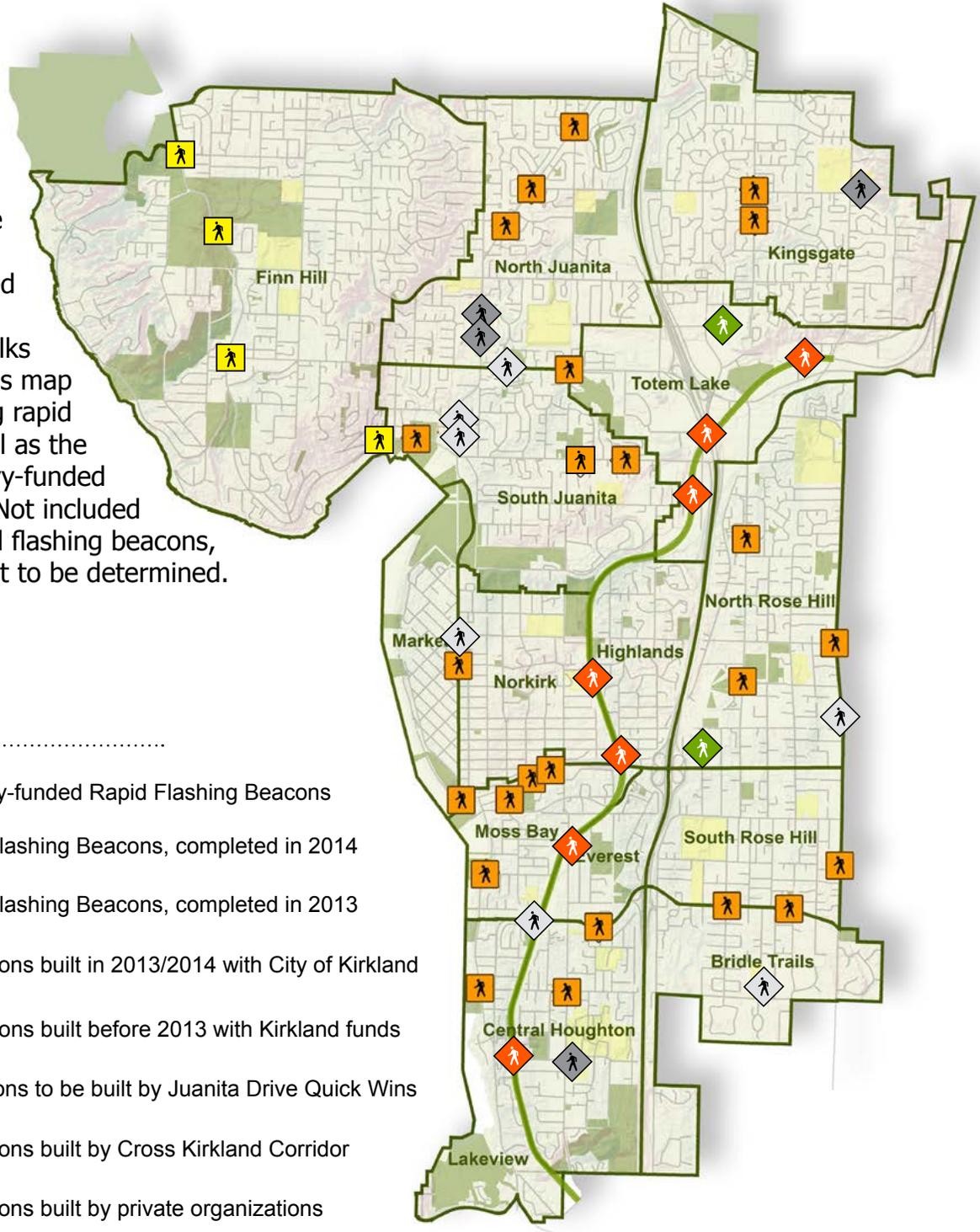
Kirkland will have 50 levy-funded Rapid Flashing Beacons at crosswalks throughout the City. The locations of 18 of those are undetermined and, therefore not on this map.

With its Complete Streets Ordinance, school walk routes and crosswalk flag program, Kirkland has asserted its identity as a walkable community. In the 2012 election, voters enhanced that identity by improving safety at 50 crosswalks throughout Kirkland. This map shows Kirkland's existing rapid flashing beacons, as well as the tentative locations of levy-funded rapid flashing beacons. Not included on this map are 18 rapid flashing beacons, whose locations have yet to be determined.

LEGEND

Refers to maps on pages 12 & 13

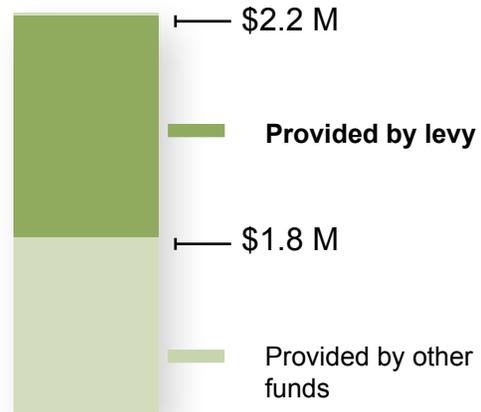
-  Present & future Levy-funded Rapid Flashing Beacons
-  Levy-funded Rapid Flashing Beacons, completed in 2014
-  Levy-funded Rapid Flashing Beacons, completed in 2013
-  Rapid Flashing Beacons built in 2013/2014 with City of Kirkland
-  Rapid Flashing Beacons built before 2013 with Kirkland funds
-  Rapid Flashing Beacons to be built by Juanita Drive Quick Wins
-  Rapid Flashing Beacons built by Cross Kirkland Corridor
-  Rapid Flashing Beacons built by private organizations



MORE IS NOW POSSIBLE

The levy allows Kirkland to complete pedestrian safety and street preservation projects that it would not otherwise be able to pursue. In 2014 alone, the levy empowered Kirkland to pave more than five lane miles of arterials, preserve 14.6 lane miles of neighborhood roads and protect nine crosswalks with rapid flashing beacons. ◀

2014 INVESTMENT (Actual expenditures for street preservation)

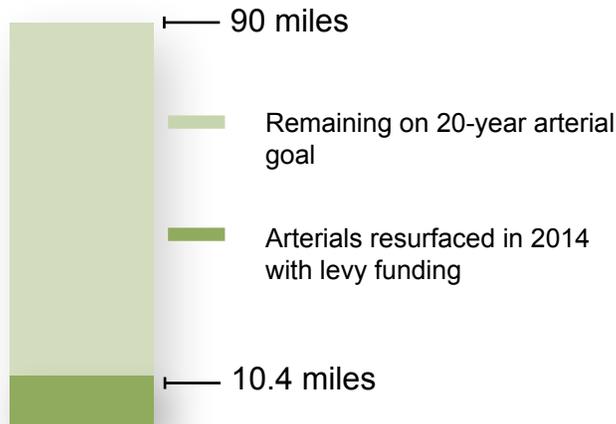


STREET PRESERVATION	ANNUAL AVERAGE PRE-LEVY
Investment (in dollars)	\$1.75 million
Arterials (in lane miles)	6.2
Neighborhood/collector streets (in lane miles)	13.7
Arterial/collector score on the pavement condition index	57
Crosswalk striping (in crosswalks)	19.5
Wheelchair access (in curb ramps)	30
PEDESTRIAN SAFETY (2014)	
Investment (in dollars)	No dedicated funding
Rapid Flashing Beacons	0 - 1

**Based on 20-year projection of levy budget.
#Includes pedestrian safety measures, other than Rapid Flashing Beacons.*

ARTERIAL PRESERVATION

(Progress toward levy goal)



NEIGHBORHOOD STREET PRESERVATION

(Progress toward levy goal)



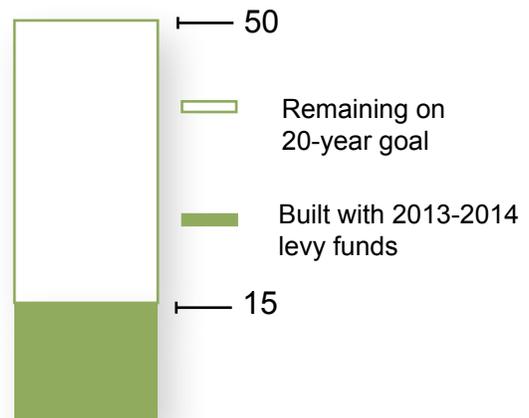
2014 INVESTMENT			LEVY PROGRESS	
LEVY	OTHER FUNDS	TOTAL	20-YEAR TARGET	PROGRESS TO DATE
\$2.2 million	\$1.8 million	\$4 million	\$54 million*	\$3.94 million
5.3	6.3	11.6	90	10.4
14.6	12	26.6	240	25.6
—	—	62.3	70	62.3
19	12	31	230	32
23	32	55	500	52
\$320,000	\$245,700	\$510,700	\$6 million**	\$565,500
9	9	18	50	15

SAFE WALK ROUTES TO SCHOOL	2014 INVESTMENT			PROGRESS
	LEVY	OTHER FUNDING	TOTAL	2013 TO PRESENT
Investment	\$31,000	0	\$31,000	\$608,500
Rapid Flashing Beacons on walk routes to school <i>(in systems)</i>	1	0	1	7
Sidewalks on walk routes to school <i>(in linear feet)</i>	0	0	0	640

IMMEDIATE RESULTS

In the 13 months following the levy's approval, Kirkland installed Rapid Flashing Beacons at 19 crosswalks throughout the community. The numbers reported in these tables show Kirkland's 2013-2014 efforts to improve pedestrian safety.

FUNDED BY THE LEVY *(Rapid Flashing Beacons)*



NEIGHBORHOOD TRAFFIC & PEDESTRIAN SAFETY MEASURES	2014 INVESTMENT			PROGRESS
	LEVY	OTHER FUNDING	TOTAL	2013 TO PRESENT
Investment	\$289,000	\$245,700	\$534,700	\$2,289,700
Rapid Flashing Beacons not on walk routes to school <i>(in systems)</i>	8	9	17	19
Sidewalks that are not on walk routes to school <i>(in linear feet)</i>	0	0	0	2,826

COMMON GOOD

The levy is helping fund 14 projects that emerged from the Neighborhood Safety Program.

The most direct route from the Cross Kirkland Corridor to the Houghton shopping area is to slide down a 30-foot-long game trail and jump the remaining four feet to the sidewalk on Northeast 68th Street.

It's a connection that requires a lot of caution and

traction. That will change later in 2015, however, when construction crews build a concrete staircase that will connect the Cross Kirkland Corridor to the shopping district and Lakeview Elementary School.

"We knew people were scrambling down that hillside," says Bea Nahon, the Moss Bay neighborhood's representative on the Kirkland Alliance of Neighborhoods. "We figured somebody's probably going to hurt themselves eventually."

The staircase is one of 14 Neighborhood Safety Program projects the Street Levy will help fund in 2015.

The process to choose those 14 projects began in De-



Descending from the Cross Kirkland Corridor to Northeast 68th Street requires caution.

cember 2014, when the City of Kirkland asked each of Kirkland's 13 neighborhood associations to propose projects that would improve safety in their respective neighborhoods.

The most deserving proposals would earn a combined \$150,000 from the Street Levy and \$200,000 from the Walkable Kirkland Initiative. No individual project could earn more than \$50,000.

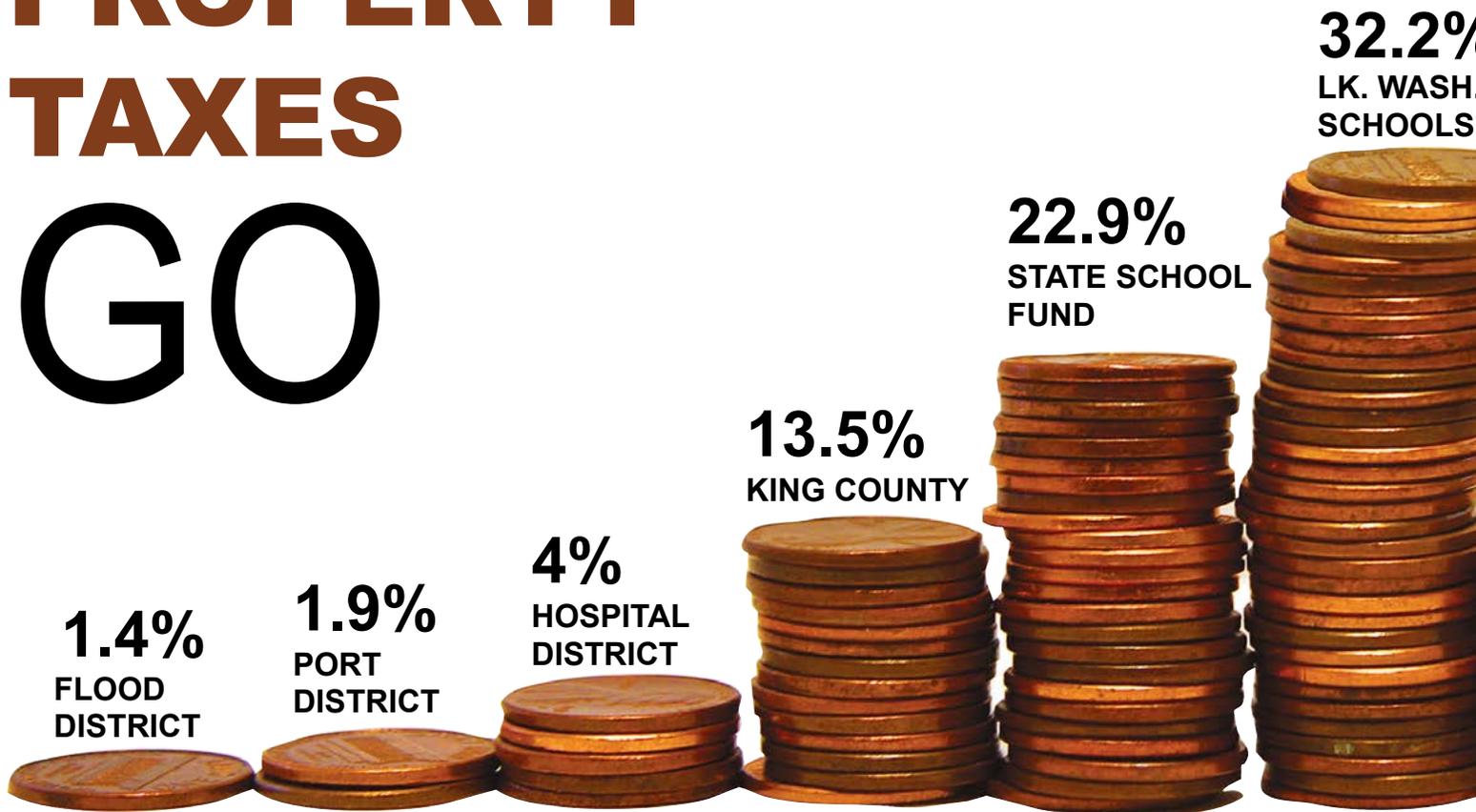
The question, of course, is which projects are the most deserving. To answer that question, two panels—one comprised of City staff; the other of City residents—created criteria favoring projects that benefit the entire city.

"Everybody is an advocate for their own neighborhood," Nahon said. "But when you hear about somebody else's project, and you realize it's better, you think: 'That project should get the funding.'"

This was the case with the stairs that will connect Lakeview Elementary and the Houghton shopping center to the Cross Kirkland Corridor. The site, of course, is in the Houghton neighborhood. But the project's sponsor is the Lakeview Neighborhood Association. And the idea for it originated in the Highlands neighborhood.

"There is a sense of community in the Kirkland Alliance of Neighborhoods, like we're all in this together," says Chuck Pilcher, co-chair of the Lakeview Neighborhood Association. ◀

WHERE PROPERTY TAXES GO



THE PRICE OF KIRKLAND'S GOVERNMENT

Kirkland's total revenue as a percentage of personal income continues its steady decline. It is now well below four percent in the proposed budget.

The graph below illustrates Kirkland's Price of Government over the past six years and its projection for this two-year budget cycle.

Some local governments use the Price of Government calculation to help define a range in which residents are willing to pay for government services.

Many jurisdictions aim for a target of five to six percent. Kirkland's is well below that standard. ◀

The Street levy accounts for less than 2 percent of Kirkland residents' property taxes. And yet it pays for more than half of the City's street preservation efforts.

Property tax is the largest of Kirkland's nine primary sources of revenue. It accounts for 19.5% of the General Fund. State law limits Kirkland to an annual increase of its regular property tax levy by the implicit price deflator or by 1%, whichever is less. Voters can give Kirkland authority to exceed this limitation, which they did November 6, 2012, when they passed the Streets and Parks levies. ◀



98.34%
Other property taxes

1.66%
Street levy

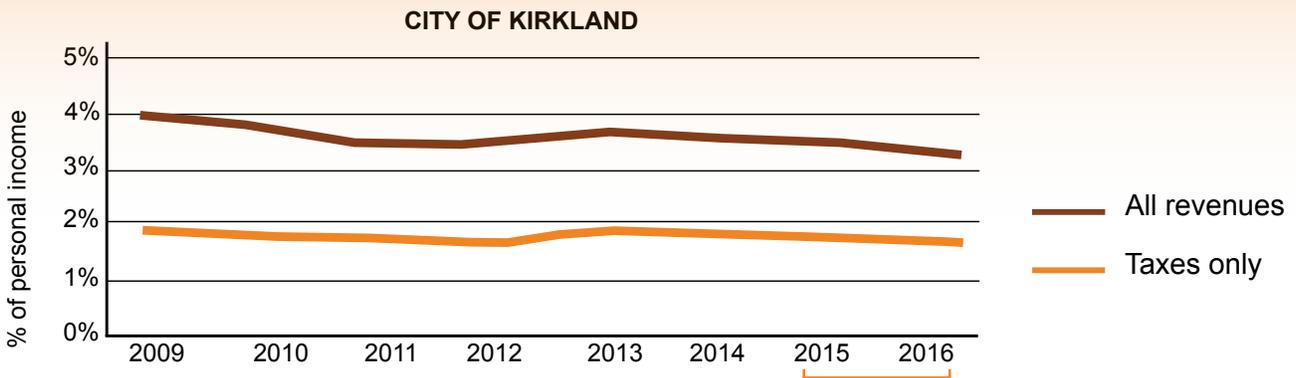
15.1%
CITY OF KIRKLAND

5%
LIBRARY DISTRICT

3%
EMERGENCY SERVICES (COUNTY)

1.66%
STREET LEVY

1.29%
PARK LEVY



KIRKLAND CITY COUNCIL

(425) 587-3001

Mayor Amy Walen



Deputy Mayor Penny Sweet

Jay Arnold



Dave Asher



Shelley Kloba



Doreen Marchione



Toby Nixon



CITY STAFF

CITY MANAGER'S OFFICE

Kurt Triplett, City Manager 587-3001
 Marilynne Beard, Deputy City Manager 587-3008
 Tracey Dunlap, Deputy City Manager 587-3101

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Robin Jenkinson, City Attorney 587-3031

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Eric Olsen, Chief 587-3403

FIRE/BUILDING

Kevin Nalder, Chief 587-3601

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INFORMATION TECHNOLOGY

Brenda Cooper, Chief Information Officer 587-3051

PARKS & COMMUNITY SERVICES

Jennifer Schroder, Director 587-3301

PLANNING & COMMUNITY DEVELOPMENT

Eric Shields, Director 587-3226

RESOLUTION R-5144

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING THE 2014 PARK LEVY ACCOUNTABILITY REPORT FOR PROPOSITION 2 – PARKS MAINTENANCE, RESTORATION AND ENHANCEMENT LEVY.

1 WHEREAS, in November 2012, Kirkland voters approved
2 Proposition 2 – Levy for City Parks Maintenance, Restoration and
3 Enhancement ("Park Levy"); and
4

5 WHEREAS, Ordinance No. 4365 adopted by the Kirkland City
6 Council to place Proposition 2 on the ballot described the restricted uses
7 for the funding as well as the requirement to produce an annual
8 accountability report documenting actions and the status of the
9 programs funded by the Park Levy; and
10

11 WHEREAS, the submitted 2014 Park Levy Accountability Report
12 reflects the allocation of Park Levy funds to: 1) park maintenance and
13 operations (\$1.095 million); and 2) annual investment of approximately
14 \$1 million for park capital projects (\$7.5 million over the first seven
15 years); and
16

17 WHEREAS, the City Council desires to adopt the 2014 Park Levy
18 Accountability Report;
19

20 NOW, THEREFORE, be it resolved by the City Council of the City
21 of Kirkland as follows:
22

23 Section 1. The Kirkland City Council adopts the 2014 Park Levy
24 Accountability Report attached as Exhibit A and incorporated by this
25 reference.
26

27 Section 2. The Kirkland City Council authorizes the posting of
28 the 2014 Park Levy Accountability Report on the City website and the
29 distribution of the Report through community meetings.
30

31 Passed by majority vote of the Kirkland City Council in open
32 meeting this ____ day of _____, 2015.
33

34 Signed in authentication thereof this ____ day of _____,
35 2015.

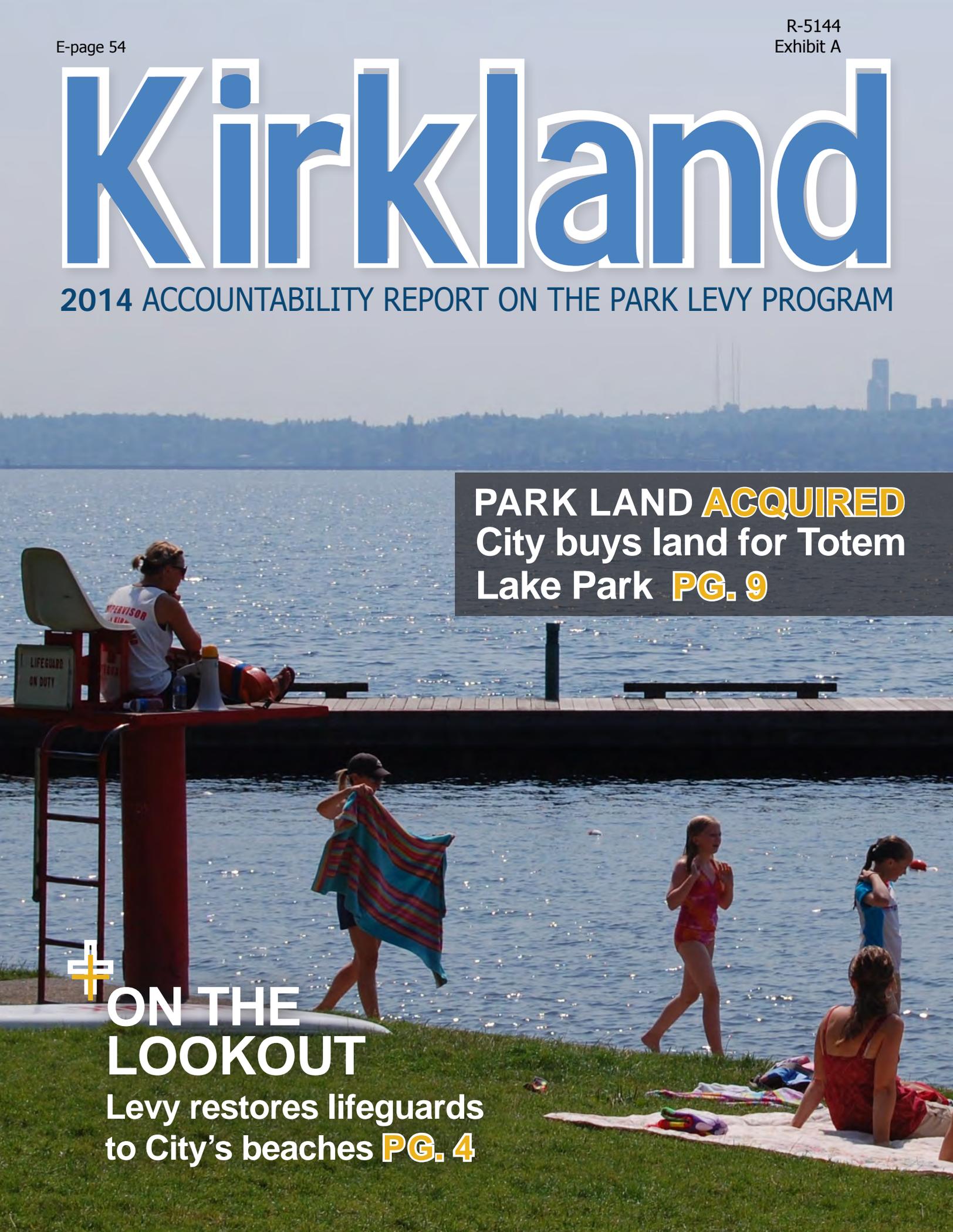
MAYOR

Attest:

City Clerk

Kirkland

2014 ACCOUNTABILITY REPORT ON THE PARK LEVY PROGRAM



PARK LAND ACQUIRED
City buys land for Totem
Lake Park **PG. 9**



ON THE LOOKOUT

Levy restores lifeguards
to City's beaches **PG. 4**

KIRKLAND PARKS



WE CARE FOR:

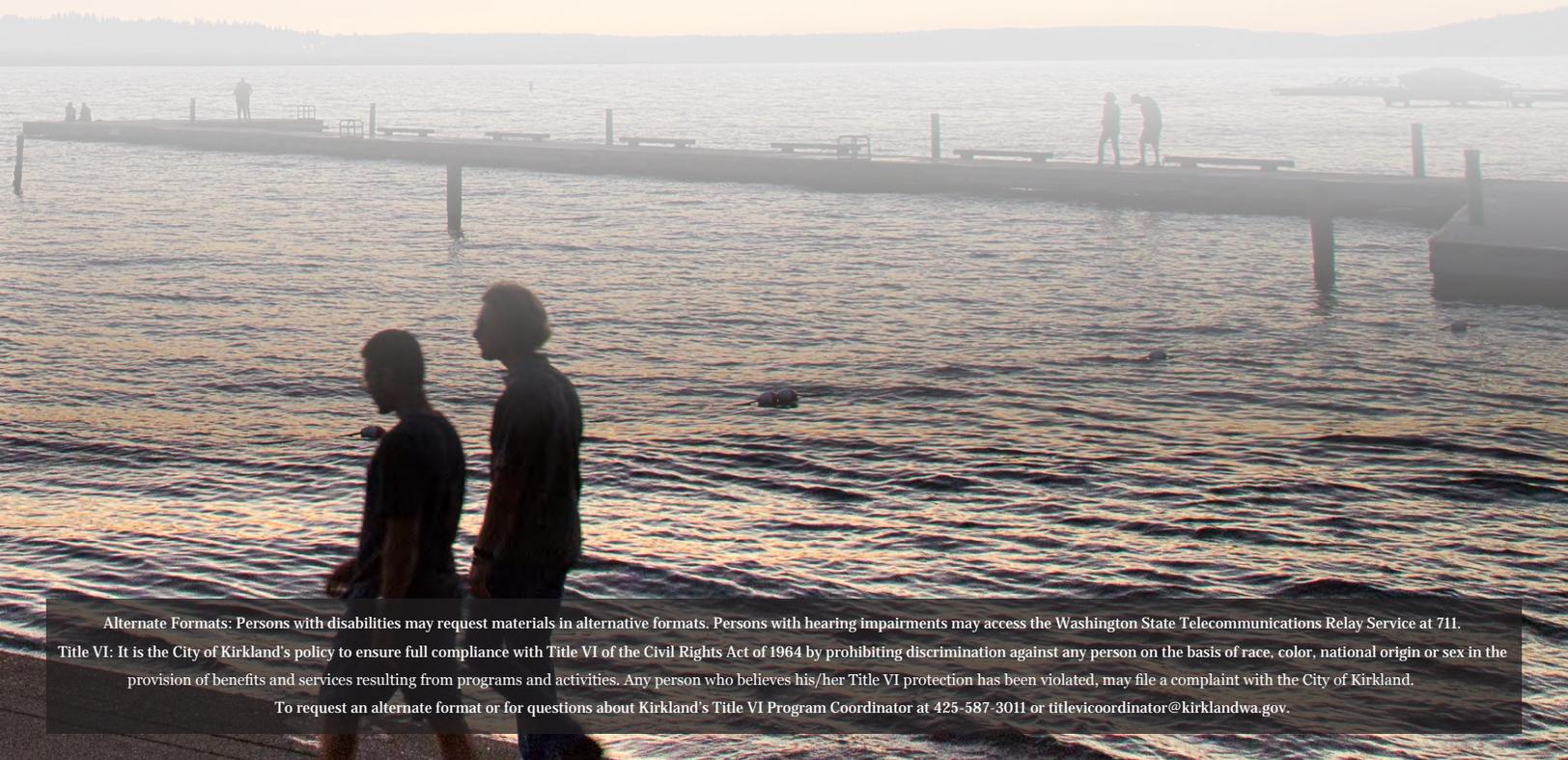
- 48 Parks
- 22 Open Space Parcels
- 3 Swimming Beaches
- Peter Kirk Pool
- Peter Kirk Community Center
- North Kirkland Community Center
- Heritage Hall
- Kirkland Cemetery
- City/School Partnership Playfields
- Kirkland Performance Center
- Kirkland Teen Union Building (KTUB)

QUALITY OF LIFE

KIRKLAND'S RESIDENTS DECIDED IN 2012 TO SUPPORT MAINTENANCE AND ENHANCEMENTS FOR THEIR PARK SYSTEM.

In November of 2012, Kirkland voters approved a permanent property tax levy to restore and enhance funding for daily park maintenance, summer beach lifeguards, major capital improvements, and acquisition of park land. This annual report summarizes how the levy funds are being used to support and enrich Kirkland's cherished quality of life.

The levy will raise approximately \$2.35 million annually, of which \$1.15 million will be used to restore, maintain and enhance Kirkland parks and natural areas and \$1.2 million will be added to the Parks Capital Improvement Program (CIP) to complete major repairs and site renovations, such as rehabilitating deteriorating docks and piers in the City's waterfront parks and performing site updates at Waverly Beach and Edith Moulton parks.



Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: It is the City of Kirkland's policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland.

To request an alternate format or for questions about Kirkland's Title VI Program Coordinator at 425-587-3011 or titleviordinator@kirklandwa.gov.

SAFER SWIM BEACHES

THE PARKS LEVY SECURED ONGOING FUNDING OF OVER 1,100 HOURS FOR LIFEGUARDS AT THREE OF KIRKLAND'S BEACHES.

In 2014, from July 1st through Labor Day, lifeguards were on duty Noon-6 p.m. daily at each of the beaches where they administered 1,768 swim tests to children under the age of 12, loaned out 1,140 free lifejackets and provided water safety to 20,837.



Lifeguard helps a toddler at Juanita Beach Park.

SWIMMING BEACH	Swimmers (2012)	Lifejackets Loaned (2012)	Swimmers (2013)	Lifejackets Loaned (2013)	Swimmers (2014)	Lifejackets Loaned (2014)
Houghton	4,370	355	3,993	569	5,491	434
Waverly	1,991	93	2,600	305	2,994	278
Juanita	not staffed	not staffed	9,171	394	12,352	428

THRIVING PARKS

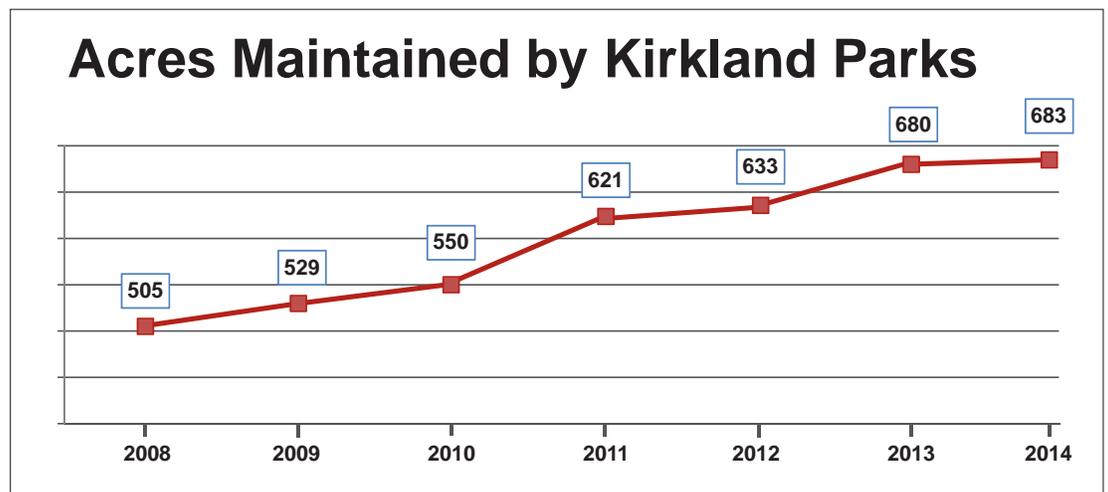
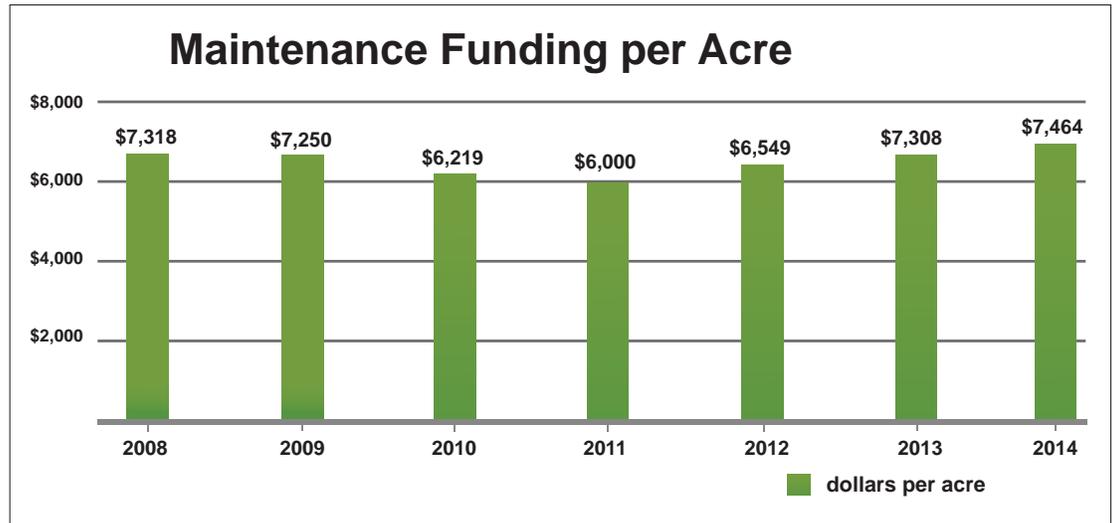
THE 2012 LEVY INCREASED MAINTENANCE LEVELS BY RESTORING LABOR HOURS FOR PARKS MAINTENANCE AND APPROXIMATELY \$156,000 ANNUALLY FOR SUPPLIES, MATERIALS AND UTILITIES.

The impact of the increase in labor can be seen in several areas of the maintenance division's operation.

Restroom service has been restored at neighborhood parks, such as North Kirkland Community Center's "Train Park", Phyllis Neady Houghton Neighborhood Park and South Rose Hill Park.

No more brown parks with irrigation resumed at the lawn areas of Peter Kirk, Crestwoods, Everest, 132nd Square, Spinney Homestead, Terrace and other parks. Labor hours for weeding and mulching of landscape beds have been restored.

Park benches, pathways, picnic shelters, restroom facilities and other site amenities, maintenance of which has been deferred, are one by one getting repaired. In 2014, for example, staff improved backstops, storage sheds, landscapes, benches and fencing at 132nd Square, McAuliffe, Juanita Beach and Heritage parks.



THE LEVY ENSURES FUNDING FOR THE GREEN KIRKLAND PARTNERSHIP, WHICH RECRUITED MORE THAN 2,000 VOLUNTEERS IN 2012, 2013 AND 2014.

The levy continues Kirkland's commitment to restoring natural green spaces. The purpose of the Green Kirkland Partnership is to conserve and restore Kirkland's natural area park land by removing invasive plants and planting native species for the sustainability of urban forests, wetlands and other habitats.

Partnering with citizens, groups and businesses, over 60,000 volunteer hours have restored approximately 59 acres. Invasive plants such as English ivy and Himalayan blackberry are removed and replaced with native trees, shrubs and groundcover needed to sustain these natural areas.

Between 2005 and 2012, the program was financially at risk of losing sources to fund the necessary staff. Thanks to the passage of the levy, the program has a dedicated funding source for staff to recruit volunteers and businesses, write grants, train volunteers, coordinate restoration events, develop restoration plans, and provide education and outreach to the community on the benefits of healthy forests and other natural areas.

GREEN KIRKLAND	2012 (no levy)	2013 (with levy)	2014 (with levy)
Number of staff	1	3	3
Number of volunteers	2,164	2,124	2,365
Volunteered hours	9,401	8,980	8,900
Volunteer work parties	168	189	227
Volunteer stewards	22	22	26
Acres in restoration	40.3	48.5	58.6
Invasive trees removed	336	1,007	1,711
Woodchip mulch applied (cubic yards)	315	750	588

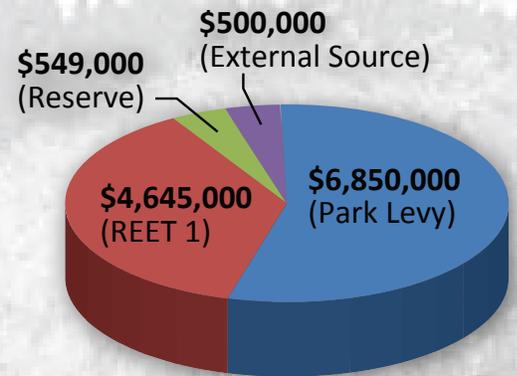


The levy supports natural area restoration activities such as removing invasive plants and planting native plants and trees.

INVESTING IN PARKS

THE LEVY PROVIDES OVER \$1 MILLION PER YEAR FOR MAJOR RENOVATIONS AND ENHANCEMENTS TO KIRKLAND'S PARKS SYSTEM.

The chart at right shows the funding sources for the 2013-2018 Parks Capital Improvement Program (CIP). Anticipated funding for parks projects averages \$1.94 million per year, with approximately \$1.167 million per year coming from the 2012 levy and the remainder primarily coming from Real Estate Excise Tax (REET).



LEVY-FUNDED PARK CAPITAL IMPROVEMENT PROJECTS INITIATED OR COMPLETED IN 2014 INCLUDE:



CROSS KIRKLAND CORRIDOR (\$500,000 levy funds)

Known as the CKC, the 5.75 mile Cross Kirkland Corridor traverses Kirkland from the South Kirkland Park & Ride to the City's northern boundary in the Totem Lake Business District. The City has been actively embracing the community's energy around the corridor's future development as a multi-modal transportation corridor and recreation asset. The City has completed construction of an interim recreational trail, while levy funding was used to create an overall Master Plan for the corridor.



WAVERLY BEACH PARK (\$500,000 levy funds)

The levy will help fund a major renovation of Kirkland's oldest waterfront park. Final design for Phase 1 improvements was completed in 2014, with construction scheduled for 2015/2016. Renovation priorities include the park's extensive shoreline and beach area, pier, pathways, playground, and lawn drainage.

CAPITAL PROJECTS

ONGOING

PARK LAND ACQUISITION (\$2,350,000 levy funds)

Land acquisitions to plan for growth and to protect important natural resources are funded from the levy. In 2014, the City acquired 1.6 acres to expand Totem Lake Park in keeping with a newly-created park master plan. Levy funds in the amount of \$610,000 were used to help fund the \$2.3 million acquisition of the property located at 12031 N.E. Totem Lake Way.

PLANNING/DESIGN

PERMITTING

CONSTRUCTION

COMPLETE

EDITH MOULTON PARK (\$1,000,000 levy funds)

Edith Moulton donated her family homestead in Juanita to the public in 1967, and Kirkland assumed ownership of the 26-acre heavily wooded property from King County following annexation in 2010. A park master plan process was completed in 2014, with final design and permitting occurring in 2015.

PLANNING/DESIGN

PERMITTING

CONSTRUCTION

COMPLETE

DOCK AND SHORELINE RENOVATIONS (\$800,000 levy funds)

Kirkland's 13 diverse Lake Washington waterfront parks provide opportunities for public access while balancing the needs for habitat enhancement and maintaining ecological function. In 2014, levy funds were used to complete repairs to Houghton Beach Park and begin engineering for upgrades to the dock and boat launch at Marina Park.

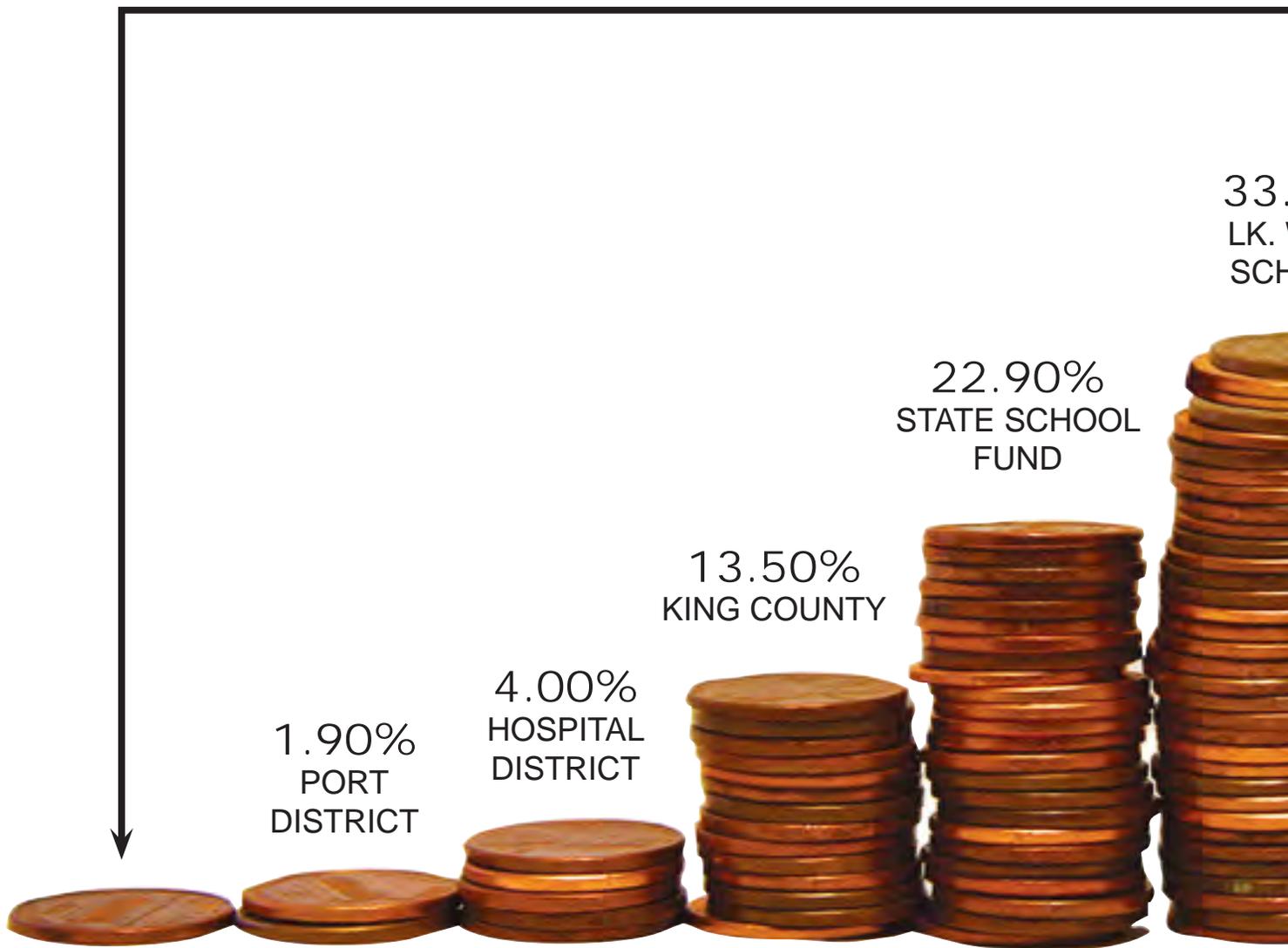
FUTURE LEVY-FUNDED PROJECTS 2015 - 2018

- Juanita Beach Park Bathhouse and Picnic Shelter
- City/School Partnership Field Improvements
- Neighborhood Park Land Acquisitions

WHERE PROPERTY TAXES GO

ACCOUNTABILITY REPORT ON THE 2012 PARK LEVY PROGRAM: 2014 EDITION

The 2012 Park levy accounts for less than 2 percent of Kirkland residents' property taxes, and yet it pays for more than half of City's park improvement projects and makes up 20% of the department's budget for park maintenance and operations. Property tax is the largest of Kirkland's nine primary sources of revenue. It accounts for 19.5% of the General Fund. State law limits Kirkland to an annual increase of its regular property tax levy by the implicit price deflator or by 1%, whichever is less. State law also allows for new construction. Voters can give Kirkland authority to exceed this limitation, which they did November 6, 2012, when they passed the Park Levy.





1.40%
FLOOD
DISTRICT

98.7%
Other property
taxes

20%
WASH.
SCHOOLS

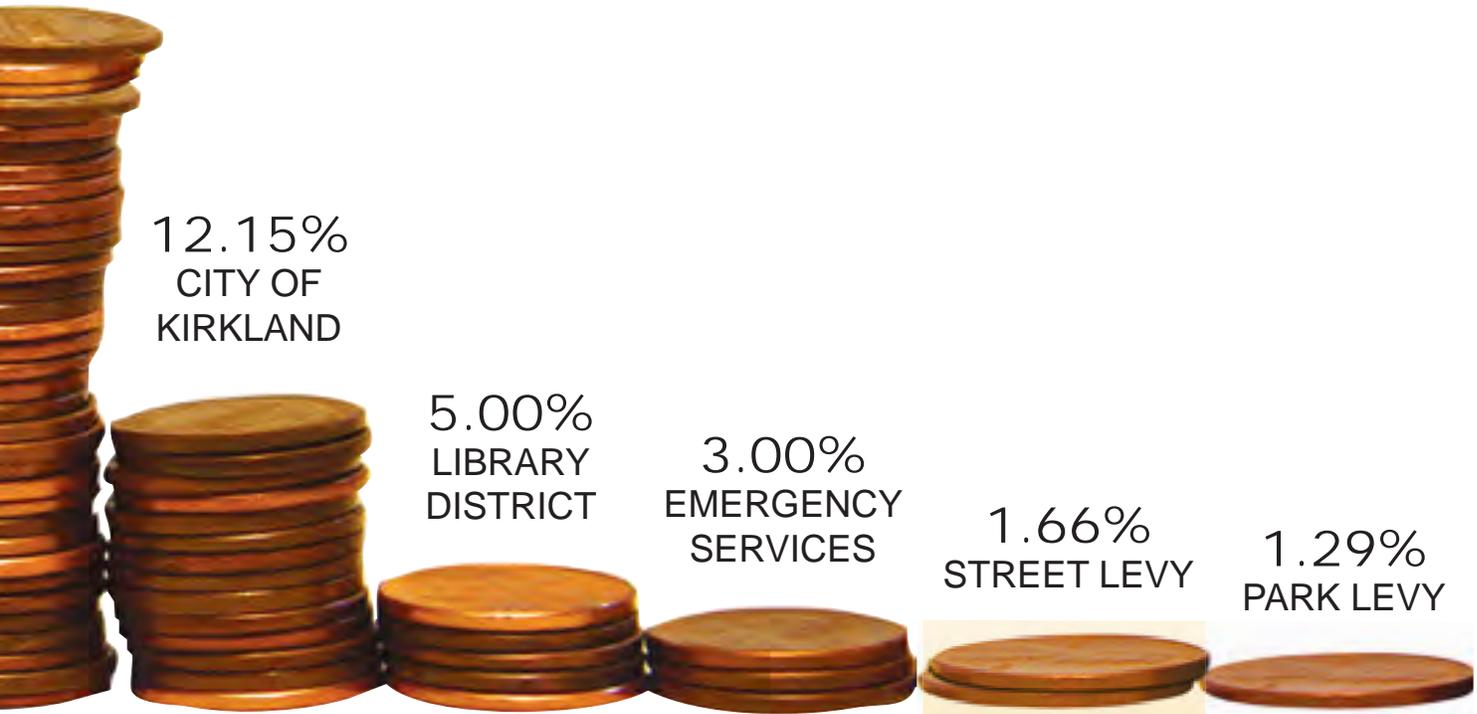
12.15%
CITY OF
KIRKLAND

5.00%
LIBRARY
DISTRICT

3.00%
EMERGENCY
SERVICES

1.66%
STREET LEVY

1.29%
PARK LEVY



KIRKLAND CITY COUNCIL

(425) 587-3001

Mayor Amy Walen ♦ Deputy Mayor Penny Sweet

Jay Arnold ♦ Dave Asher ♦ Shelley Kloba ♦ Doreen Marchione ♦ Toby Nixon

KIRKLAND PARK BOARD

Chair Adam White ♦ Vice Chair Kevin Quille

Jason Chinchilla

Sue Contreras

Kelli Curtis

Rick Ockerman

Jim Popolow

Rosalie Wessels

The Kirkland Park Board meets the 2nd Wednesday of each month at 7 p.m.



CITY STAFF

CITY MANAGER’S OFFICE

Kurt Triplett, City Manager.....587-3001

Marilynne Beard, Deputy City Manager.....587-3008

Tracey Dunlap, Deputy City Manager.....587-3101

PARKS & COMMUNITY SERVICES

Jennifer Schroder, Director.....587-3300





CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett

From: Kathi Anderson, Clerk
Michael Olson, Director of Finance and Administration

Date: August 4, 2015

Subject: Park Board Resignation

RECOMMENDATION

That Council acknowledges receipt of Frederick Ockerman's resignation from the Kirkland Park Board and approves the attached draft response thanking him for his service.

BACKGROUND DISCUSSION

Mr. Ockerman will be relocating and therefore submits his resignation, effective July 31, 2015.

The City Clerk's Office has begun a recruitment to fill the vacancy for the remainder of the unexpired term, as the previously selected alternate appointee has since committed her time elsewhere.

From: Rick Ockerman [<mailto:ockermanlaw@yahoo.com>]

Sent: Friday, July 24, 2015 11:21 AM

To: City Council <citycouncil@kirklandwa.gov>; KAnderson@kirkland.wa.gov; Cheryl Harmon <CHarmon@kirklandwa.gov>; Adam White <white.adam.n@gmail.com>; Jennifer Schroder <JSchroder@kirklandwa.gov>

Cc: Rick Ockerman <ockermanlaw@yahoo.com>

Subject: Resignation from Park Board

Dear City Council;

As my wife and I have decided to relocate at the end of this summer, it is necessary that I submit my resignation from the Park Board. I have truly enjoyed the opportunity of serving on this Board and would like to say in parting that Kirkland's Parks Department is one of the best run departments I have seen in over 35 years of working with different parks departments in several states. I have frequently held them up as the "gold standard" to other cities where I still have friends involved in parks and recreation. The City should be proud of its Parks and Recreation department.

I would also like to say that working on the Park Board has been a wonderful experience. Even though there were times where we did not all agree, the Board members were respectful of each other and worked hard to find compromises and avenues of agreement. Adam White has been an ideal Chairman of that Board. I asked Kathi Anderson what would be the best timing for my resignation and July 31, 2015 would appear to be the best date so as to allow her to prepare alternates for your review prior to the Board resuming its work in September. As such, please accept my resignation as of July 31, 2015.

Please also accept my best wishes for Kirkland. We have lived on Finn Hill for 25 years, raised our children here, and have greatly enjoyed the many benefits of living in the greater Kirkland area.

Sincerely,

Frederick H. "Rick" Ockerman

DRAFT

September 2, 2015

Frederick Ockerman

Dear Rick,

We have regretfully received your resignation from the Park Board.

The City Council appreciates your contribution to the Board, and we thank you for volunteering your time and talent to serve the Kirkland community.

Best wishes in your current and future endeavors.

Sincerely,
Kirkland City Council

By Amy Walen
Mayor



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www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett

From: Kathi Anderson, Clerk
Michael Olson, Director of Finance and Administration

Date: August 4, 2015

Subject: Transportation Commission Resignation and Appointment

RECOMMENDATION

That Council acknowledges receipt of Glen Buhlmann's resignation from the Kirkland Transportation Commission, approves the attached draft response thanking him for his service, and, via approval of the consent calendar, appoints selected alternate Kurt Ahrensfeld to the vacated seat for the remainder of the unexpired term, which ends March 31, 2019.

BACKGROUND DISCUSSION

Mr. Buhlmann regrettably submits his resignation, effective August 31, 2015, noting that he will no longer reside in the City of Kirkland after that date.

At Council's special meeting March 24, 2015, Council interviewed and selected Mr. Ahrensfeld as the alternate appointee should a vacancy occur on the Transportation Commission within the six month period following that meeting. Mr. Ahrensfeld has confirmed his continued interest in the appointment. Approving the September 1, 2015 consent calendar will approve the draft response and appoint Mr. Ahrensfeld to the Transportation Commission.

From: Glen Buhlmann <glenbu@exchange.microsoft.com>

Date: June 25, 2015 at 12:01:43 PM PDT

To: "KAnderson@kirklandwa.gov" <KAnderson@kirklandwa.gov>

Cc: "ktriplett@kirklandwa.gov" <ktriplett@kirklandwa.gov>, "David Godfrey (DGodfrey@kirklandwa.gov)" <DGodfrey@kirklandwa.gov>, "citycouncil@kirklandwa.gov" <citycouncil@kirklandwa.gov>

Subject: Letter of resignation from Transportation Commission

Ms. Anderson/City Council/City Manager:

It is with deep regret that I must let you know that the July Transportation Commission meeting will be my last meeting as a commissioner.

KMC 3.45.010 states that commissioners must "reside or work within the city of Kirkland or its potential annexation area". As of September 1, 2015, I will no longer reside in Kirkland since I am moving to the Green Lake neighborhood of Seattle (unless Council would like to consider annexing Seattle).

I have very mixed feelings about this move since I had really wanted to remain in Kirkland since my kids will continue to live here and my job will continue to be nearby in Redmond. I am definitely sad that I will not be able to participate on the Transportation Commission. However, don't worry. I will continue to have deep roots in Kirkland and will continue to pester all of you on a regular basis about transportation policy, planning, land use and zoning policy and any other number of areas that affect my family. ☺

As my outgoing recommendation to City Council and the City Manager, I request that going forward you maintain a balance on the commission of people who use all of the 4 modes of transportation (walking, transit, bicycling, driving) as one of their primary modes. I would recommend that the council update KMC 3.45 to require that this balance be maintained such that at least 1 commissioner uses each of these modes of transportation as one of their primary methods of transportation within Kirkland and around our region.

Please accept this letter as my official resignation effective August 31, 2015.

Thank you for the opportunity to have served the City of Kirkland for the time that I did.

Glen Buhlmann
glenbu@microsoft.com
(425) 891-7529

DRAFT

September 2, 2015

Glen Buhlmann

Dear Glen,

We have regretfully received your resignation from the Transportation Commission.

The City Council appreciates your contribution to the Commission, and we thank you for volunteering your time and talent to serve the Kirkland community.

Best wishes in your current and future endeavors.

Sincerely,
Kirkland City Council

By Amy Walen
Mayor



CITY OF KIRKLAND

Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Barry Scott, Purchasing Agent

Date: August 20, 2015

Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF SEPTEMBER 1, 2015.

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated or known to be in excess of \$50,000. The "Process" column on the table indicates the process being used to determine the award of the contract.

The City's major procurement activities initiated since the last report, dated July 23, 2015, are as follows:

	Project	Process	Estimate/Price	Status
1.	NE 124 th and Totem Lake Blvd Rail Removal	Job Order Contract	\$192,232.96	Work Order issued to Burton Construction, Inc. of Spokane, WA.
2.	Rebuild Knocked Down Street Lights	Job Order Contract	\$80,205.93	Work Order issued to Burton Construction, Inc. of Spokane, WA.
3.	RRFB Project-NE 132 nd Street & 121 st Ave NE	Job Order Contract	\$103,209.29	Work Order issued to Burton Construction, Inc. of Spokane, WA.
4.	RRFB Project-NE 132 nd Street & 105 th Ave NE	Job Order Contract	\$63,068.63	Work Order issued to Burton Construction, Inc. of Spokane, WA.
5.	Inspection Services for Juanita Creek Rockery Replacement Project	A&E Roster Process	\$86,989.00	Contract awarded to WH Pacific, Inc. of Bothell, WA based on qualifications per RCW 39.80.
6.	Architectural Services for City Hall Renovation	A&E Roster Process	\$797,912.00	Contract awarded to ARC Architects, Inc. of Seattle based on qualifications per RCW 39.80

7.	RRFB Project-Lake WA Blvd & NE 60 th Street	Job Order Contract	\$51,912.09	Work Order issued to Burton Construction, Inc. of Spokane, WA.
8.	6 th Street Pedestrian Improvement	Invitation for Bids	\$320,000 – \$390,000	Advertised on 8/11 with bids due on 8/25.
9.	State Legislative Advocacy Services	Request for Proposals	\$50,000/yr.	RFP issued on 8/10 with proposals due on 9/1.

Please contact me if you have any questions regarding this report.



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Deputy City Manager
Michael Olson, Director of Finance and Administration
Tom Mikesell, Financial Planning Manager
Neil Kruse, Sr. Financial Analyst

Date: August 19, 2015

Subject: Public Hearing on the Preliminary 2015 to 2020 Capital Improvement Program

RECOMMENDATION:

City Council hold a public hearing on the Preliminary 2015-2020 Capital Improvements Programs (CIP).

BACKGROUND:

The Council was presented with the Preliminary 2015-2020 CIP at the July 21, 2015 City Council Study Session. The City Council reviewed follow-up material from the first meeting at a second Study Session held on August 3, 2015. The purpose of this public hearing is to solicit public comment on the Preliminary 2015-2020 CIP as submitted by the City Manager and reviewed by the City Council. The funded Preliminary CIP totals \$195,682,600 for the six-year period. A summary of the projects in the Preliminary CIP is included as Attachment A. The full document is available at <http://www.kirklandwa.gov/CIPdocument>.

At this time no modifications have been made to the Preliminary CIP as presented. However, based on Council discussion during the Study Sessions and additional information received subsequent to the development of the Preliminary CIP, staff is reviewing the following items for future consideration at the CIP adoption in the fall:

- Stock containers at two Community Points of Distribution (CPOD) per year in the Public Safety Program. Staff is evaluating adding this item either as a CIP project, or as a Service Package for inclusion 2015-2016 Mid-Biennial operating budget update;
- Fund one emergency generator per biennium in the Public Safety Program, for a total of three in the six year CIP;
- Fund a barricade removal feasibility study to identify alternatives to then present as part of an outreach process;
- Recognize additional funding for seismic improvements in the City Hall remodel;
- Move NE 52nd St. Sidewalk Project (NM 0007) from the unfunded to list to the funded list due to the award of grants in Tier 3 of the 2015-2017 State Capital Budget;

- Eliminate unfunded Dock Renovations (PK0125) project in the Parks Program since a similar project already exists in the funded program. Revise description of Dock & Shoreline Renovation project (PK 0133 100) to include \$2 million of unfunded costs beyond 2020, based on engineer's estimate of future dock renovation needs in the Parks Recreation and Open Space Plan;
- Initiate appraisal of property in S. Rose Hill as the first step towards potential addition of a pedestrian path, funded with REET 1;
- Consider whether to add funding for property acquisition in the Juanita Heights Park vicinity;
- Adjust unfunded projects to align with the Transportation Master Plan, subarea plans, and other related efforts; and,
- Review funding strategies for the Juanita Drive Corridor project (NM0112) to optimize external funding opportunities.

Next Steps

Following the public hearing, a third City Council Study Session will be held on November 17, 2015 to review recommended revisions and receive final Council direction. After that meeting, staff will prepare a resolution to formally adopt the CIP along with the 2015-16 Mid-Biennial Budget adjustments at the City Council's Regular Meeting on December 8, 2015.

TRANSPORTATION PROJECTS

Funded Projects:

Project Number	Project Title	Prior Year(s)	2015	2016	2017	2018	2019	2020	2015-2020 Total	Funding Sources					
										Current Revenue	Steet Levy	Impact Fees	Walkable Kirkland	Reserve	External/Pending Source
ST 0006	Annual Street Preservation Program		1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	10,500,000	10,444,000				56,000	
ST 0006 002	Annual Street Preservation Program-One-time Project	200,500	1,268,500						1,268,500					146,500	1,122,000
ST 0006 003	Street Levy Street Preservation		2,300,000	2,300,000	2,326,000	2,352,000	2,379,000	2,406,000	14,063,000		14,063,000				
ST 0070+#	120th Ave NE/Totem Lake Plaza Roadway Improvements			3,000,000					3,000,000						3,000,000
ST 0080	Annual Striping Program		350,000	400,000	400,000	500,000	500,000	500,000	2,650,000	2,650,000					
ST 0083 101	100th Ave NE Roadway Design		1,065,200	2,144,000					3,209,200	45,000		544,200			2,620,000
ST 0083 102	100th Ave NE Roadway Improvements						5,000,000		5,000,000	607,000	1,375,000	80,000	56,000		2,882,000
ST 0086+	Finn Hill Emergency Vehicle Access Connection				900,000				900,000					900,000	
ST 0087	6th Street South Corridor Study		150,000						150,000	150,000					
ST 0088	Arterial Streetlight LED Conversion			900,000					900,000	900,000				900,000	
ST 9999	Regional Inter-Agency Coordination		82,000	82,000	82,000	82,000	82,000	82,000	492,000	492,000					
NM 0006 100	Street Levy-Safe School Walk Routes		150,000						150,000		150,000				
NM 0006 200	Street Levy-Pedestrian Safety		150,000	150,000	150,000	150,000	150,000	150,000	900,000		900,000				
NM 0006 201	Neighborhood Safety Program Improvements		200,000	200,000	200,000	200,000	200,000	200,000	1,200,000				1,200,000		
NM 0012	Crosswalk Upgrade Program		70,000				50,000	50,000	170,000	170,000					
NM 0012 001	NE 116th Street Crosswalk Upgrade				200,000	230,000			430,000	394,000			36,000		
NM 0012 002	NE 124th Street Crosswalk Upgrade			80,000					80,000					80,000	
NM 0012 003	132nd Avenue NE Crosswalk Upgrade					250,000			250,000	250,000					
NM 0024 301	King County Eastside Rail Acquisition in North Kirkland					300,000	300,000		600,000	600,000					
NM 0057	Annual Sidewalk Maintenance Program		200,000	200,000			200,000	200,000	800,000	732,600				67,400	
NM 0084	South Kirkland TOD/CKC Multi-Modal Connection	246,000	2,021,400	132,600					2,154,000	25,400				924,600	1,204,000
NM 0086 001	NE 124th St/124th Ave NE Pedestrian Bridge Design			750,000	750,000				1,500,000	575,000		741,100	90,800	93,100	
NM 0086 002	NE 124th St/124th Ave NE Pedestrian Bridge Construction				4,060,000	7,300,000			11,360,000	826,000		3,276,800			7,257,200
NM 0087+	Citywide School Walk Route Enhancements			500,000	864,200	869,000	450,000	400,000	3,083,200	363,000	450,000		348,200	1,072,000	850,000
NM 0087 001	North Kirkland/JFK School Walk Route Enhancements							500,000	500,000	1,000,000	14,600	300,000	100,000		585,400
NM 0089+	Lake Front Pedestrian and Bicycle Improvements		106,400	893,600					1,000,000				11,000		989,000
NM 0090+	Juanita Drive 'Quick Wins'		200,800	485,800	663,400				1,350,000				62,600		1,287,400
NM 0092	Active Transportation Plan Update				75,000				75,000	75,000					
NM 0095	124th Avenue NE Sidewalk Improvements			1,050,000					1,050,000	578,600		41,800	200,000	229,600	
NM 0098	Kirkland Way Sidewalk Improvements					2,120,000			2,120,000	420,000				500,800	1,199,200
NM 0109	Citywide Trail Connections (Non-CKC)							275,000	275,000	275,000					
NM 0109 001	Finn Hill Connections					250,000			250,000	250,000		125,000	125,000		
NM 0109 002	Lake Front Promenade Design Study							75,000	75,000	75,000					
NM 0110	Citywide Accessibility Transition Plan			50,000					50,000					50,000	
NM 0110 001	Citywide Accessibility Improvements					100,000		100,000	100,000	100,000			100,000	100,000	
NM 0112 000	Juanita Drive Multi-Modal (On-Street) Improvements							500,000	500,000	75,000			225,000	200,000	
NM 0113	Citywide Greenways Networks							250,000	250,000	250,000		125,000		125,000	
NM 0113 001	Citywide Greenways Network Project-NE 75th Street			250,000	250,000				500,000	50,000		407,500		42,500	
NM 0113 002	Citywide Greenways Network Project-128th Avenue NE					400,000	400,000		800,000	182,000			70,000	98,000	450,000
NM 0114	CKC Bridge Connecting to Houghton Shopping Center		175,000						175,000					175,000	
NM 0115	CKC Emergent Projects Opportunity Fund			100,000					100,000					100,000	
PT 0001	Citywide Transit Study				300,000				300,000	150,000		150,000			
TR 0079 001#	NE 85th St/114th Ave Intersection Improvements Phase II				1,800,000				1,800,000						1,800,000
TR 0082+#	Central Way/Park Place Center Traffic Signal				200,000				200,000						200,000
TR 0099+#	120th Ave/Totem Lake Way Intersection Improvements			2,845,500					2,845,500						2,845,500
TR 0100 100+#	6th Street & Central Way Intersection Improvements Phase 2				1,866,800				1,866,800						1,866,800
TR 0103+#	Central Way/4th Street Intersection Improvements				31,000				31,000						31,000
TR 0104+#	6th Street/4th Ave Intersection Improvements				580,000				580,000						580,000
TR 0105+#	Central Way/5th Street Intersection Improvements				564,000				564,000						564,000
TR 0109+#	Totem Lake Plaza/Totem Lake Blvd Intersection Imprv.			1,500,000					1,500,000						1,500,000
TR 0110+#	Totem Lake Plaza/120th Ave NE Intersection Imprv.			1,500,000					1,500,000						1,500,000
TR 0116	Annual Signal Maintenance Program			150,000	150,000	150,000	200,000	200,000	850,000	200,000				650,000	
TR 0117	Citywide Traffic Management Safety Improvements				100,000	100,000	100,000	100,000	400,000					400,000	
TR 0117 001	Flashing Yellow Signal Head Safety Improvements			50,000					50,000					50,000	
TR 0117 002	Vision Zero Safety Improvement			50,000	50,000	50,000	50,000	50,000	250,000	50,000				200,000	
TR 0117 003	Neighborhood Traffic Control			50,000		50,000			50,000	150,000	34,000			116,000	
TR 0118	General Parking Lot Improvements			500,000	100,000				600,000					600,000	
TR 0119	Kirkland Citywide Intelligent Transportation System Study				75,000				75,000	35,000				40,000	
TR 0120	Kirkland Intelligent Transportation System Phase 3					450,000		450,000	1,350,000	81,400			50,000	85,000	1,133,600
TR 0122	Totem Lake Intersection Improvements			6,000,000					6,000,000			3,000,000			3,000,000
Total Funded Transportation Projects		446,500	10,239,300	28,063,500	18,487,400	17,653,000	12,861,000	8,288,000	95,592,200	20,444,600	15,863,000	10,360,000	2,400,000	8,057,500	38,467,100

Notes
 Italics = Modification in timing and/or cost (see Project Modification/Deletion Schedule for more detail)
Bold = New projects
 + = Moved from unfunded status to funded status
 # = Moved from funded status to unfunded status
 # = Projects to be funded with development-related revenues

TRANSPORTATION PROJECTS**Unfunded Projects:**

Project Number	Project Title	Total
ST 0056	132nd Avenue NE Roadway Improvements	25,170,000
ST 0059	124th Ave NE Roadway Improvements (North Section)	10,000,000
ST 0060	118th Avenue NE Roadway Extension	6,440,000
ST 0061	119th Avenue NE Roadway Extension	5,640,000
ST 0062	NE 130th Street Roadway Extension	10,000,000
ST 0063	120th Avenue NE Roadway Improvements	8,988,500
ST 0064	124th Ave NE Roadway Widening Imprv (So. Sect'n)	30,349,000
ST 0072	NE 120th St Roadway Improvements (West Section)	5,870,000
ST 0073	120th Avenue NE Roadway Extension	16,392,000
ST 0077	NE 132nd St Rdwy Imprv.-Phase I (West Section)	1,348,000
ST 0078	NE 132nd St Rdwy Imprv-Phase II (Mid Section)	316,000
ST 0079	NE 132nd St Rdwy Imprv-Phase III (East Section)	1,119,000
ST 0081	Totem Lake Area Development Opportunity Program	500,000
NM 0001	116th Ave NE (So. Sect.) Non-Motorz'd Facil-Phase II	3,378,000
<i>NM 0007</i>	<i>NE 52nd Street Sidewalk</i>	<i>1,086,000</i>
NM 0024 201	Cross Kirkland Corridor Opportunity Fund	500,000
<i>NM 0026</i>	<i>NE 90th Street Sidewalk (Phase II)</i>	<i>706,200</i>
NM 0030	NE 90th Street/I-405 Pedestrian/Bicycle Overpass	3,740,700
NM 0031	Crestwoods Park/CKC Corridor Ped/Bike Facility	2,505,000
NM 0032	93rd Avenue Sidewalk	1,047,900
NM 0036	NE 100th Street Bike lane	1,644,300
NM 0037	130th Avenue NE Sidewalk	833,600
NM 0043	NE 126th St Nonmotorized Facilities	4,277,200
NM 0045	NE 95th Street Sidewalk (Highlands)	571,500
NM 0046	18th Avenue SW Sidewalk	2,255,000
<i>NM 0047</i>	<i>116th Avenue NE Sidewalk (South Rose Hill)</i>	<i>840,000</i>
<i>NM 0048</i>	<i>NE 60th Street Sidewalk</i>	<i>500,000</i>
NM 0049	112th Ave NE Sidewalk	527,600
NM 0050	NE 80th Street Sidewalk	859,700
NM 0054	13th Avenue Sidewalk	446,700
NM 0055	122nd Ave NE Sidewalk	866,700
NM 0058	111th Avenue Non-Motorized/Emergency Access Connection	2,000,000
NM 0061	NE 104th Street Sidewalk	1,085,000
NM 0062	19th Avenue Sidewalk	814,200
NM 0063	Kirkland Way Sidewalk	414,500
NM 0071	NE 132nd Street Sidewalk Improvement	363,000
<i>NM 0072</i>	<i>NE 132nd Street Sidewalk at Finn Hill Middle School</i>	<i>840,000</i>
NM 0074	90th Ave NE Sidewalk	353,400
NM 0075	84th Ave NE Sidewalk	4,052,800
NM 0076	NE 140th St Sidewalk - Muir Elem Walk Rt Enhan. Phase 1	1,131,000
NM 0077	NE 140th St Sidewalk - Keller Elem Walk Rt Enhan. - N	1,185,000
NM 0078	NE 140th St Sidewalk - Keller Elem Walk Rt Enhan. - S	747,000
NM 0079	NE 140th St Sidewalk - Muir Elem Walk Rt Enhan. Phase 2	648,000
NM 0080	Juanita-Kingsgate Pedestrian Bridge at I-405	4,500,000
NM 0081	CKC to Redmond Central Connector	3,656,000
<i>NM 0086</i>	<i>Cross Kirkland Corridor Non-motorized Improvements</i>	<i>80,400,000</i>
<i>NM 0088</i>	<i>NE 124th Street Sidewalk</i>	<i>376,000</i>
NM 0097	132nd NE Sidewalk	732,000
NM 0101	7th Avenue Sidewalk	208,000
NM 0102	NE 120th Street Sidewalk	548,000
NM 0103	120th Avenue NE Sidewalk	556,000
NM 0104	NE 122nd Place/NE 123rd Street Sidewalk	1,294,000
NM 0105	120th Avenue NE Sidewalk	812,000
NM 0106	Citywide CKC Connection	360,000
NM 0107	CKC to Downtown Surface Connection	2,000,000
Subtotal Unfunded ST and NM Projects		257,794,500

Project Number	Project Title	Total
PT 0002	Public Transit Speed and Reliability Improvements	500,000
PT 0003	Public Transit Passenger Environment Improvements	500,000
TR 0067	Kirkland Way/CKC Bridge Abutment/Intersection Imprv	6,917,000
<i>TR 0083"</i>	<i>100th Ave NE/NE 132nd Street Intersection Improvements</i>	<i>3,178,100</i>
TR 0084	100th Ave NE/NE 124th St Intersection Improvements	2,230,000
TR 0086	NE 70th St/132nd Ave NE Intersection Improvements	4,590,600
TR 0088	NE 85th St/120th Ave NE Intersection Improvements	5,272,300
TR 0089	NE 85th St/132nd Ave NE Intersection Imp (Phase II)	1,825,700
TR 0090 [#]	Lake Washington Blvd/NE 38th Place Intersection Imp	500,000
TR 0091	NE 124th St/124th Ave NE Intersection Improvements	3,503,300
TR 0092	NE 116th St/124th Ave NE N-bound Dual Lft Turn Lanes	1,717,000
TR 0093	NE 132nd St/Juanita H.S. Access Rd Intersect'n Imp	916,000
TR 0094	NE 132nd St/108th Avenue NE Intersect'n Imp	618,000
TR 0095	NE 132nd St/Fire Stn Access Dr Intersect'n Imp	366,000
TR 0096 [#]	NE 132nd St/124th Ave NE Intersect'n Imp	5,713,000
TR 0097	NE 132nd St/132nd Ave NE Intersect'n Imp	889,000
TR 0098 [#]	NE 132nd St/ 116th Way NE (I-405) Intersect'n Imp	300,000
TR 0106 [#]	6th Street/7th Avenue Intersection Improvements	89,400
TR 0108 [#]	NE 85th Street/124th Ave NE Intersection Improvements	889,000
TR 0111 001	Kirkland ITS Implementation Phase II	1,189,000
TR 0111 002	Kirkland ITS Implementation Phase IIB	2,644,000
TR 0114	Slater Avenue NE Traffic Calming - Phase I	247,000
Subtotal Unfunded PT/TR Projects		44,594,400
Total Unfunded Transportation (ST, NM, TR, and PT) Projects		302,388,900

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= Projects to be funded with development-related revenues

**City of Kirkland
2015-2020 Preliminary Capital Improvement Program**

SURFACE WATER MANAGEMENT UTILITY PROJECTS

Funded Projects:

Project Number	Project Title	Prior Year(s)	2015	2016	2017	2018	2019	2020	2015-2020 Total	Funding Source				
										Current Revenue	Reserve	Debt	External Source	
SD 0047	<i>Annual Replacement of Aging/Failing Infrastructure</i>		200,000		200,000	200,000	200,000	200,000	1,000,000	1,000,000				
SD 0048	<i>Cochran Springs / Lake Washington Blvd Crossing Enh.</i>	520,000	971,500	478,500					1,450,000	1,450,000				
SD 0049+	<i>Forbes Creek/108th Ave NE Fish Passage Imp</i>							230,400	179,600	410,000	410,000			
SD 0063+	<i>Everest Creek - Slater Ave at Alexander St</i>								360,000	360,000	360,000			
SD 0067	<i>NE 129th Place/Juanita Creek Rockery Repair</i>	115,500	370,000						370,000	132,100			237,900	
SD 0076	<i>NE 141st Street/111th Avenue NE Culvert Repair</i>	181,500		76,100	683,900				760,000	760,000				
SD 0077	<i>Goat Hill Storm Drainage Repair</i>	153,700	168,000	672,000					840,000	840,000				
SD 0078	<i>Billy Creek Ravine Stabilization Phase II</i>	87,600	43,000	187,000					230,000	230,000				
SD 0081	<i>Neighborhood Drainage Assistance Program (NDA)</i>		50,000		50,000			50,000	150,000		150,000			
SD 0084+	<i>Market St, Central to 12th Ave</i>							224,000	696,000	920,000	920,000			
SD 0086	99th Place NE Stormwater Pipe Replacement		390,000						390,000	2,000	388,000			
SD 0087	Silver Spurs Flood Reduction				70,000				70,000	70,000				
SD 0088	Comfort Inn Pond Modifications			407,000	240,000				647,000	310,000			337,000	
SD 0089	NE 142nd Street Surface Water Drainage Improvements				160,000				160,000	160,000				
SD 0090	Goat Hill Drainage Ditch and Channel Stabilization					320,000			320,000	320,000				
SD 0091	Holmes Point Drive Pipe Replacement		40,000	260,400	199,600				500,000	500,000				
SD 0092	Juanita Creek Culvert				140,600	519,400			660,000	660,000				
SD 0093	Pleasant Bay Apartments Line Replacement				106,900	203,100			310,000	310,000				
SD 0094	NE 114th Place Stormline Replacement						260,000		260,000	260,000				
SD 0095	NE 141st Street Stormwater Pipe Installation					170,000			170,000	170,000				
SD 0096	CKC Emergent Projects Surface Water Opportunity Fund			100,000					100,000		100,000			
SD 0097	Champagne Creek Stabilization					339,500	440,500		780,000	780,000				
SD 0098	Champagne Creek Stormwater Retrofit					120,000			120,000	120,000				
SD 0099	Goat Hill Drainage Conveyance Capacity						259,200	370,800	630,000	630,000				
SD 0100	Brookhaven Pond Modifications						301,900	313,600	615,500	615,500				
SD 0105	Property Acquisition Opportunity Fund							50,000	250,000		250,000			
SD 0106	CKC Surface Water Drainage at Crestwoods Park		40,000	50,000	50,000	50,000	50,000	50,000	40,000	40,000				
SD 0106 001	CKC Surface Water Drainage at Crestwoods Park Design/Construction			300,000	700,000				1,000,000		500,000		500,000	
SD 8888	<i>Annual Streambank Stabilization Program</i>		44,200						44,200	44,200				
SD 9999	<i>Annual Surface Water Infrastructure Replacement Program</i>		44,200						44,200	44,200				
Total Funded Surface Water Management Utility Projects			1,058,300	2,360,900	2,531,000	2,601,000	1,922,000	2,016,000	2,170,000	13,600,900	11,138,000	1,388,000	0	1,074,900

SURFACE WATER MANAGEMENT UTILITY PROJECTS

Unfunded Projects:

Project Number	Project Title	Total
SD 0045	<i>Carillon Woods Erosion Control Measures</i>	549,600
SD 0046	<i>Regional Detention in Forbes and Juanita Creek Basins</i>	10,000,000
SD 0050	<i>NE 95th Street/126th Avenue NE Flood Control Measures</i>	55,900
SD 0051"	<i>NE 95th Street/126th Avenue NE Flood Control Measures</i>	1,290,900
SD 0052	<i>Forbes Creek/Slater Avenue Embankment Stabilization</i>	139,700
SD 0053"	<i>Forbes Creek/Coors Pond Channel Grade Controls</i>	424,200
SD 0054	<i>Forbes Creek/Cross Kirkland Corridor Fish Passage Improvements</i>	424,200
SD 0055	<i>Forbes Creek / 98th Avenue NE Riparian Plantings</i>	75,500
SD 0056	<i>Forbes Creek Ponds Fish Passage/Riparian Plantings</i>	213,000
SD 0058"	<i>Surface Water Sediment Pond Reclamation (Phase II)</i>	851,000
SD 0061	<i>Everest Park Stream Channel/Riparian Enhancements</i>	1,095,500
SD 0062	<i>Stream Flood Control Measures at Kirkland Post Office</i>	345,400
SD 0068	<i>128th Ave NE/NE 60th Street To NE 64th St Drainage Imp.</i>	270,300
SD 0070	<i>Juanita Creek Watershed Enhancement Study</i>	50,000
SD 0074	<i>Streambank Stabilization Program – NE 86th Street</i>	640,200
SD 0085 001	<i>Cross Kirkland Water Quality</i>	920,000
Subtotal Unfunded Surface Water Management Utility Projects		17,345,400
Funding Available from Annual Programs for Candidate Projects		-
Net Unfunded Surface Water Management Utility Projects		17,345,400

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City of Kirkland
2015-2020 Preliminary Capital Improvement Program

WATER/SEWER UTILITY PROJECTS

Funded Projects:

Project Number	Project Title	Prior Year(s)	2015	2016	2017	2018	2019	2020	2015-2020 Total	Funding Source			
										Current Revenue	Reserve	Debt	External Source
WA 0102	104th Ave NE Watermain Replacement						525,000	161,000	686,000	686,000			
WA 0115 001	Water System Telemetry Upgrade		200,000						200,000	200,000			
WA 0134	5th Ave S / 8th St S Watermain Replacement							553,000	553,000	553,000			
WA 0150	6th Street Watermain Replacement	372,500	148,000						148,000	148,000			
WA 0151	7th Avenue S Watermain Replacement	325,000	53,000						53,000	53,000			
WA 0152	4th Street Watermain Replacement		440,000						440,000	440,000			
WA 0153	3rd Street Watermain Improvement			440,000	317,000				757,000	757,000			
WA 0154	4th Street Watermain Replacement Phase 2			290,000	174,000				464,000	464,000			
WA 0155	120th Avenue NE Watermain Improvement				437,000	273,000			710,000	710,000			
WA 0156	122nd Avenue NE Watermain Improvement				505,600	190,400			696,000	696,000			
WA 0157	8th Avenue W Watermain Improvement					421,800	288,200		710,000	710,000			
WA 0158	NE 112th Street Watermain Improvement						365,000		365,000	365,000			
WA 0159	NE 113th Place Watermain Improvement					373,000			373,000	373,000			
WA 0160	126th Avenue NE Watermain Improvement							990,000	990,000	990,000			
WA 0161	Kirkland Avenue Watermain Replacement			310,000					310,000	310,000			
WA 0162	LWB Watermain Replacement at Cochran Springs		260,000						260,000		260,000		
WA 8888	Annual Watermain Replacement Program		549,400						549,400		549,400		
WA 9999	Annual Water Pump Station/System Upgrade Pgm		549,400						549,400		549,400		
SS 0051+	6th Street S Sewermain Replacement							884,000	884,000	884,000			
SS 0052+	108th Avenue NE Sewermain Replacement				865,800	2,861,800	1,624,400		5,352,000	4,652,800	699,200		
SS 0062+	NE 108th Street Sewermain Replacement					766,000	3,677,200	1,966,800	6,410,000	5,708,400	701,600		
SS 0069+	1st Street Sewermain Replacement			958,900	2,861,100				3,820,000	2,420,000	1,400,000		
SS 0070+	5th Street Sewermain Replacement			419,500	864,500				1,284,000	1,284,000			
SS 0071+	6th Street Sewermain Replacement			287,000					287,000	287,000			
SS 0072+	Kirkland Avenue Sewermain Replacement							850,000	850,000	850,000			
SS 0073	Rose Point Sewer Lift Station Replacement		1,450,000	1,110,000					2,560,000	2,560,000			
SS 0078	5th Avenue S Sewermain Replacement	188,900	38,000						38,000	38,000			
SS 0079	3rd Avenue S & 2nd Street S Sewermain Replacement		865,400	361,600					1,227,000	1,227,000			
SS 0082+	3rd & Central Way Sanitary Sewer Crossing			300,000					300,000	300,000			
SS 8888	Annual Sanitary Pipeline Replacement Program		549,400						549,400	528,800	20,600		
SS 9999	Annual Sanitary Pump Station/System Upgrade Pgm		549,400						549,400	528,800	20,600		
Total Funded Water/Sewer Utility Projects		886,400	5,652,000	4,477,000	6,025,000	4,886,000	6,479,800	5,404,800	32,924,600	28,723,800	4,200,800	0	0

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WATER/SEWER UTILITY PROJECTS**Unfunded Projects:**

Project Number	Project Title	Total
WA 0052	108th Avenue NE Watermain Replacement	1,584,000
WA 0057	116th Avenue NE Watermain Replacement	2,731,000
WA 0067	North Reservoir Pump Replacement	611,000
WA 0096	NE 83rd Street Watermain Replacement	450,000
WA 0097	NE 80th Street Watermain Replacement (Phase III)	1,386,000
WA 0098	126th Ave NE/NE 83rd & 84th St/128th Ave NE Watermain Replacement	1,197,000
WA 0103	NE 113th Place/106th Ave NE Watermain Replacement	841,000
WA 0104	111th Ave NE/NE 62nd St-NE 64th St Watermain Replacement	1,493,000
WA 0108	109th Ave NE/NE 58th St Watermain Replacement	504,000
WA 0109	112th Ave NE Watermain Replacement	1,179,000
WA 0111	NE 45th St And 110th/111th Ave NE Watermain Replacement	1,303,000
WA 0113	116th Ave NE/NE 70th-NE 80th St Watermain Replacement	2,222,100
WA 0118	112th -114th Avenue NE/NE 67th-68th Street Watermain Replacement	3,360,100
WA 0119	109th Ave NE/111th Way NE Watermain Replacement	2,304,000
WA 0120	111th Avenue Watermain Replacement	182,000
WA 0122	116th Avenue NE/NE 100th Street Watermain Replacement	1,506,000
WA 0123	NE 91st Street Watermain Replacement	453,000
WA 0124	NE 97th Street Watermain Replacement	685,000
WA 0126	North Reservoir Outlet Meter Addition	72,300
WA 0127	650 Booster Pump Station	1,603,000
WA 0128	106th Ave NE-110th Ave NE/NE 116th St-NE 120th St Watermain Replacement	2,305,000
WA 0129	South Reservoir Recoating	981,000
WA 0130	11th Place Watermain Replacement	339,000
WA 0131	Supply Station #1 Improvements	61,500
WA 0132	7th Avenue/Central Avenue Watermain Replacement	907,000
WA 0133	Kirkland Avenue Watermain Replacement	446,000
WA 0135	NE 75th Street Watermain Replacement	711,000
WA 0136	NE 74th Street Watermain Replacement	193,000
WA 0137	NE 73rd Street Watermain Replacement	660,000
WA 0138	NE 72nd St/130th Ave NE Watermain Replacement	1,476,000
WA 0139	6th Street S Watermain Replacement	785,000
<i>WA 0145"</i>	<i>6th Street South Watermain Replacement</i>	<i>585,100</i>
WA 0146	6th Street/Kirkland Way Watermain Replacement	693,000
WA 0147	106th Avenue NE Watermain Replacement	661,500
WA 0149	Lake Washington Blvd Watermain Replacement	655,000
SS 0068	124th Avenue NE Sewermain Replacement	1,315,000
SS 0077	West Of Market Sewermain Replacement	21,681,000
<i>SS 0080"</i>	<i>20th Avenue Sewermain Replacement"</i>	<i>812,000</i>
SS 0083	111th Avenue NE Sewer Main Rehabilitation	725,000
SS 0084	Reclaimed Water (Purple Pipe) Opportunity Fund	5,000,000
Subtotal Unfunded Water/Sewer Utility Projects		66,658,600
Funding Available from Annual Programs for Candidate Projects		2,197,600
Net Unfunded Water/Sewer Utility Projects		64,461,000

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**City of Kirkland
2015-2020 Preliminary Capital Improvement Program**

PARK PROJECTS

Funded Projects:

Project Number	Project Title	Prior Year(s)	2015	2016	2017	2018	2019	2020	2015-2020 Total	Funding Source				
										Current Revenue	Park Levy	Reserve	Impact Fees	External Source
PK 0049	Open Space, Pk Land & Trail Acq Grant Match Program		100,000						100,000			100,000		
PK 0066	Park Play Area Enhancements		50,000	50,000	50,000	50,000	75,000	75,000	350,000	300,000			50,000	
PK 0087 100	Waverly Beach Park Renovation	739,000	595,500						595,500			504,500		91,000
PK 0087 101+	Waverly Beach Park Renovation Phase 2						250,000	1,000,000	1,250,000		873,000		377,000	
PK 0119 002	Juanita Beach Park Development Phase 2				100,000	1,208,000			1,308,000	678,000			130,000	500,000
PK 0119 100	Juanita Beach Bathhouse Replacement & Shelter		200,000	1,000,000					1,200,000		1,200,000			
PK 0121	Green Kirkland Forest Restoration Program		125,000	75,000	75,000	75,000	75,000	75,000	500,000	450,000				50,000
PK 0133 100	Dock & Shoreline Renovations		250,000	250,000			250,000	250,000	1,000,000		1,000,000			
PK 0133 200	City-School Playfield Partnership		850,000		500,000	500,000			1,850,000		1,000,000			850,000
PK 0133 300	Neighborhood Park Land Acquisition				750,000	750,000	750,000	734,000	2,984,000		2,250,000		734,000	
PK 0133 400	Edith Moulton Park Renovation	200,000	600,000	200,000					800,000		600,000		200,000	
PK 0133 401	Edith Moulton Park Renovation Phase 2			1,115,000					1,115,000	127,400	200,000	7,600	780,000	
PK 0134	132nd Park Playfields Renovation	75,000	509,600	127,400					637,000	509,600			127,400	
PK 0138	Everest Park Restroom/Storage Building Replacement	75,000					708,000		708,000	708,000				
PK 0139 200	Totem Lake Park Master Plan & Development (Phase I)	120,000	125,000	535,000	1,084,000				1,744,000	660,000			584,000	500,000
PK 0139 300	Totem Lake Park Development Phase 2					800,000	1,000,000	1,000,000	2,800,000				2,800,000	
PK 0146	CKC North Extension Trail Development					250,000	750,000		1,000,000				1,000,000	
PK 0147	Parks Maintenance Center					250,000	500,000	750,000	1,500,000	1,425,000			75,000	
Total Funded Park Projects		1,209,000	3,405,100	3,352,400	2,559,000	3,883,000	4,358,000	3,884,000	21,441,500	4,858,000	7,123,000	612,100	6,857,400	1,991,000

PARK PROJECTS

Unfunded Projects:

Project Number	Project Title	Total
PK 0056 100	Forbes Lake Park Trail Improvements Phase 2	4,000,000
PK 0095 100	Heritage Park Development - Phase III & IV	2,500,000
PK 0097	Reservoir Park Renovation	500,000
PK 0108	McAuliffe Park Development	7,000,000
PK 0114	Mark Twain Park Renovation	750,000
PK 0114 101"	Mark Twain Park Renovation (Design)	75,000
PK 0116	Lee Johnson Field Artificial Turf Installation	1,750,000
PK 0119 200	Juanita Beach Park Development (Phase 3)	10,000,000
PK 0122 100	Community Recreation Facility Construction	67,000,000
PK 0124"	Snyder's Corner Park Site Development	1,000,000
PK 0125	Dock Renovations	250,000
PK 0126	Watershed Park Master Planning & Park Development	1,100,000
PK 0127	Kiwanis Park Master Planning & Park Development	1,100,000
PK 0128	Yarrow Bay Wetlands Master Planning & Park Development	1,600,000
PK 0129	Heronfield Wetlands Master Planning & Development	1,600,000
PK 0131"	Park and Open Space Acquisition Program	3,000,000
PK 0135 100	Juanita Heights Park Expansion	1,000,000
PK 0136	Kingsgate Park Master Planning and Park Development	1,150,000
PK 0139 101	Totem Lake Park Acquisition	3,000,000
PK 0139 400	Totem Lake Park Development - Phase 3	13,000,000
PK 0141 000	South Norway Hill Park Improvements	750,000
PK 0142 000	Doris Cooper Houghton Beach Park Restroom Replacement	850,000
PK 0143 000	Marsh Park Restroom Replacement	700,000
PK 0144 000	Cedar View Park Improvements	150,000
PK 0145 000	Environmental Education Center	2,000,000
Total Unfunded Parks Projects		125,825,000

City of Kirkland
2015-2020 Preliminary Capital Improvement Program

PUBLIC SAFETY PROJECTS

Funded Projects:

Project Number	Project Title	Prior Year(s)	2015	2016	2017	2018	2019	2020	2015-2020 Total	Funding Source		External Source
										Reserve	Debt	
FIRE												
<i>PS 0062</i>	<i>Defibrillator Unit Replacement</i>							176,900	176,900	176,900		
<i>PS 0066</i>	<i>Thermal Imaging Cameras</i>						76,500		76,500	76,500		
<i>PS 0076</i>	<i>Personal Protective Equipment</i>						573,100		573,100	573,100		
PS 0078	Power Cots		71,400						71,400	71,400		
<i>PS 2000</i>	<i>Fire Equipment Replacement</i>		26,100	46,700	19,500	55,700	20,900	25,000	193,900	193,900		
POLICE												
<i>PS 1000</i>	<i>Police Equipment Replacement</i>		144,000	118,200	92,200	77,500	71,500	177,500	680,900	680,900		
FACILITIES												
PS 3001	Fire Station 25 Renovation				3,787,000				3,787,000	3,787,000		
PS 3002	Fire Station 24 Property Acquisition			2,500,000					2,500,000	2,500,000		
PS 3003	Fire Strategic Plan Implementation Station Improvements				1,013,000				1,013,000	1,013,000		
Total Funded Public Safety Projects		0	241,500	2,664,900	4,911,700	133,200	742,000	379,400	9,072,700	9,072,700	0	0

Public Safety Unfunded Projects:

Project Number	Project Title	Total
FIRE		
PS 0068	Local Emergency/Public Communication AM Radio	119,100
POLICE		
PS 1200	Police Strategic Plan Implementation	250,000
FACILITIES		
PS 3002 002	Fire Station 24 Replacement	10,133,300
PS 3004	Fire Station 21 Expansion & Remodel	3,885,400
PS 3005	Fire Station 22 Expansion & Remodel	5,812,600
PS 3006	Fire Station 26 Expansion & Remodel	6,763,900
PS 3007	Fire Station 27 Replacement	16,098,500
Total Unfunded Public Safety Projects		43,062,800

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City of Kirkland
2015-2020 Preliminary Capital Improvement Program

GENERAL GOVERNMENT PROJECTS - Technology

Funded Projects:

Project Number	Project Title	Prior Year(s)	2015	2016	2017	2018	2019	2020	2015-2020 Total	Funding Source		
										Reserves/ Prior Yr	Debt	External Source
<i>IT 0100</i>	<i>Network Server Replacements</i>		36,000	23,800	164,500	57,000	36,000	60,000	377,300	377,300		
<i>IT 0110</i>	<i>Network Infrastructure</i>		49,000	46,600	51,100	47,600	114,000	896,600	1,204,900	1,204,900		
<i>IT 0120</i>	<i>Network Storage, Backup & Archiving</i>		18,400	20,100	80,000	1,099,400		18,400	1,236,300	1,236,300		
<i>IT 0130</i>	<i>Network Phone Systems</i>		395,000					251,500	646,500	646,500		
<i>IT 0140</i>	<i>Network Security</i>			55,000		75,000	30,000	30,000	190,000	190,000		
<i>IT 0200</i>	<i>Geographic Information Systems</i>		250,000	275,000	275,000	285,000	285,000	285,000	1,655,000	1,655,000		
<i>IT 0402</i>	<i>Financial System Replacement</i>					150,000	-		150,000	150,000		
<i>IT 0500</i>	<i>Copier Replacements</i>		72,000	15,000	39,000	30,500	34,000	34,600	225,100	225,100		
IT 0601	Help Desk System Replacement Phase 2		66,000						66,000	66,000		
<i>IT 0702</i>	<i>EAM Maintenance Management System Replacement</i>	177,600	639,700	422,300	205,600				1,267,600	1,267,600		
<i>IT 0802</i>	<i>Recreation Registration System Replacement</i>			83,000					83,000	83,000		
IT 0903	Wireless in Parks Phase 2		200,000						200,000	-		200,000
IT 0904	Council Chamber Video System		464,000						464,000	464,000		
Total Funded General Gov. Projects - Technology		177,600	2,190,100	940,800	815,200	1,744,500	499,000	1,576,100	7,765,700	7,565,700	0	200,000

Technology Unfunded Projects:

Project Number	Project Title	Total
IT 0201	GIS Community Information Portal	100,000
IT 0301	Open Data Solution Implementation	229,800
IT 0302	Paperless Court Systems	217,400
IT 0303	Sharepoint and Trim Upgrade	176,000
<i>IT 0402</i>	<i>Financial System Replacement</i>	1,286,300
<i>IT 0602</i>	<i>Business Intelligence/Standard Reporting Tool</i>	78,400
IT 0701	Fleet Management Systems Replacement	80,000
<i>IT 0902</i>	<i>Customer Relationship Management System</i>	17,000
Total Unfunded General Government Projects - Technology		2,184,900

Notes

Italics = Modification in timing and/or cost (see Project Modification/Deletion Schedule for more detail)

+ = Moved from unfunded to funded

" = Moved from funded to unfunded

**City of Kirkland
2015-2020 Preliminary Capital Improvement Program**

GENERAL GOVERNMENT PROJECTS - Facilities

Funded Projects:

Project Number	Project Title	Prior Year(s)	2015	2016	2017	2018	2019	2020	2015-2020 Total	Funding Source			
										Current Revenue	Reserve	Debt	External Source
<i>GG 0008</i>	<i>Electrical, Energy Management & Lighting Systems</i>		61,000	10,000		39,000	49,000		159,000		159,000		
<i>GG 0009</i>	<i>Mechanical/HVAC Systems Replacements</i>		37,000		177,000	229,000	199,000	79,000	721,000		721,000		
<i>GG 0010</i>	<i>Painting, Ceilings, Partition & Window Replacements</i>		146,000	111,000	174,000	166,000	28,000	76,000	701,000		701,000		
<i>GG 0011</i>	<i>Roofing, Gutter, Siding and Deck Replacements</i>			32,000	379,000	142,000	-	75,000	628,000		628,000		
<i>GG 0012</i>	<i>Flooring Replacements</i>		112,000	21,000	73,000	69,000	41,000	210,000	526,000		526,000		
<i>GG 0035 100</i>	<i>City Hall Renovation</i>	2,050,000	8,950,000						8,950,000		2,446,738	5,003,262	1,500,000
GG 0035 101	City Hall Furnishings		600,000						600,000		600,000		
<i>GG 0037 002</i>	<i>Maintenance Center Expansion</i>	1,500,000	3,000,000						3,000,000		3,000,000	-	-
Total Funded General Government Projects - Facilities		3,550,000	12,906,000	174,000	803,000	645,000	317,000	440,000	15,285,000	-	8,781,738	5,003,262	1,500,000

Notes

Italics = Modification in timing and/or cost (see Project Modification/Deletion Schedule for more detail)

Bold = New projects

+ = Moved from unfunded status to funded status

" = Moved from funded status to unfunded status



CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: George Minassian, P.E., Project Engineer
David Snider, P.E., Capital Projects Manager
Kathy Brown, Public Works Director

Date: August 20, 2015

Subject: NE 85TH STREET OVERLAY PROJECT – APPROVE CHANNELIZATION PLAN

RECOMMENDATION:

Staff recommends that the City Council take the following actions:

- Approve the current channelization plan for the 85th Street Corridor, and
- Review and approve a budget increase based on the on the bid price received from the lowest responsive contractor.

Following a presentation on these topics during the September 1 meeting, staff recommends that City Council approve the staff recommended channelization plan for the Corridor and budget increase by motion.

BACKGROUND DISCUSSION:

The final element of the NE 85th Street Corridor Improvement Project (Attachment A) is the NE 85th Street Overlay Project (Project) that is currently scheduled to begin in late summer and to be completed in early fall, 2015. The Project includes the final overlay of asphalt paving, together with the installation of new paint striping and channelization improvements.

In the August 3, 2015 meeting, City Council received an overall NE 85th Street Corridor Improvement Project update and approved the acceleration of this final phase, consisting of the overlay work, by pre-authorizing the City Manager to enter into a construction contract with the overlay contractor. As noted in the August 3 Agenda Memo, with a successful bid process and “cooperative” weather, all phases of the Corridor improvements, including the subject Project could be fully completed in October.

Channelization

As per the NE 85th Street Sub-Area Plan chapter of the Kirkland Comprehensive Plan, City Council is required to approve the final roadway channelization plan (i.e., lane striping, median islands, c-curb locations, etc.) for NE 85th Street, where changes are being planned. Through the design process, quite a few iterations of various corridor channelization enhancements were

analyzed and evaluated for eventual incorporation into the final NE 85th Street Overlay Project plans and specifications.

A primary objective of a very early NE 85th Corridor Study was to design and construct median islands as a means of corridor beautification and to implement access control measures for improving traffic and pedestrian safety and traffic flow in support of transit and for efficient travel. Also recommended and considered for implementation through the overall NE 85th Street Corridor Project design and right-of-way acquisition phases was driveway consolidation and the elimination of substandard driveways.

At the end of the design and property acquisition phases however, the project team was unsuccessful in its attempts to develop a substantive median island plan that was acceptable to the businesses along NE 85th Street, with only two planted median islands near 124th Avenue NE being deemed feasible. During those early phases, the team was also unable to convince business owners to consolidate driveways between properties. The one remaining viable option for access control throughout the Corridor is through the installation of concrete curbing (of a type known as "c-curb") on the paved street surface to be completed as part of the final overlay phase. The recommended channelization enhancements were designed following the City's Driveway Policy - R-4, of the Kirkland Public Works Pre-Approved Plans (Attachment B).

The design for corridor safety and traffic flow also included an analysis of crash data as well as level of service and queue lengths throughout the corridor. The two tables, 1 and 2 below, provide a summary of that analysis at key locations throughout the Corridor. Table 1 shows the number of crashes between 124th Ave NE and 132nd Ave NE to be higher than Kirkland's city-wide average for other 5-lane roadways, while Table 2 shows the average peak period queue length of 294 feet for the A.M. west-bound direction and 388 feet for the P.M. east-bound direction.

Table 1 – NE 85th Street Crash Summary (2005-2014) at Key Intersections

Location on NE 85 th St between	Number of Crashes crashes per million vehicles per mile
124 th Ave NE and 126 th Ave	5.6
126 th Ave NE and 128 th Ave	6.8
128 th Ave NE and 132 nd Ave	4.4

* An estimate of the average crash rate for a 5-lane road in Kirkland is 3.7 crashes per million vehicles per year, including NE 85th Street.

Table 2 – NE 85th Street Level of Service (LOS) at Key Intersections

Intersection	Level of Service (Seconds/per vehicle)		East Bound Queue feet		West Bound Queue feet	
	AM peak	PM peak	AM peak	PM peak	AM peak	PM peak
128 th Ave NE & NE 85 th St	C (23.5)	B (13.5)	508	404	NS	NS
132 nd Ave NE & NE 85 th St	E (56.5)	E (67.2)	758	388*	294	533

* 132nd Ave NE & NE 85th St proposed east bound c-curb is 300 feet

In 2003, the University of Washington Transportation Center prepared a Study for the Washington State Transportation Commission and US Department of Transportation entitled *Interaction between the Roadway and Roadside – An Econometric Analysis of Design and Environmental Factors Affecting Segment Accident Rates*. In that report it was noted that, for a sample of 500 miles used to estimate traffic model coefficients, the statistics for the sample identified accident rates for various roadway types and the mean roadway accident rate was found to be 0.99 crashes per million vehicle miles. The Project's proposed c-curbing at these and all intersection locations are intended to minimize conflict points and potential crashes in an effort to bring down the average from what technically constitutes a "high-accident" corridor.

As a part of the design and property acquisition phases, staff and the City's hired consultants, met with individual property and business owners along the corridor to keep them informed on the planned changes and to work through individual concerns for access control to and from certain properties. Staff also presented the channelization to the Transportation Commission for concurrence, as well as to the City Council's Public Works, Parks and Human Services Committee. As a result of that iterative process, the following channelization changes have been incorporated into the Project plans and specification:

- NE 85th Street and 120th Avenue NE - Revised the length of the westbound left-turn pocket and modified the existing c-curbing; revised the crosswalk markings locations at the intersection.
- NE 85th Street and 122nd Avenue NE - Revised the length of the eastbound left-turn pocket and modified the existing c-curbing; revised crosswalk markings at the intersection and added a raised center median at westbound approach and eliminated the existing two-way left-turn lane.
- NE 85th Street and 124th Avenue NE – Included widening to allow for eastbound to northbound future dual left-turn movement; one eastbound to northbound travel lane will be striped. Added a raised center median at westbound approach, and eliminated the existing two-way left-turn lane and revised crosswalk markings at intersection.
- NE 85th Street and 126th Avenue NE - Added c-curbing along NE 85th Street; relocated stop bars on side street approaches.
- NE 85th Street and 128th Avenue NE - Revised the length of the eastbound left-turn pocket and modified the existing c-curbing; revised the crosswalk markings locations at the intersection.
- NE 85th Street and 131st Avenue NE - Added c-curbing on east side of intersection to extend eastbound left-turn pocket at 132nd Avenue NE.
- NE 85th Street and 132nd Avenue NE - Extended eastbound left-turn pocket; added northbound and southbound along bike lanes 132nd Avenue NE; extended northbound left-turn lane and added northbound right-turn and extended southbound left-turn lane and relocated southbound stop bar locations.

Public Outreach Update

To date, outreach on the NE 85th Street Corridor Improvement Project has included numerous open house meetings, meetings with neighborhood associations and the NE 85th Street Action Team, as well as business coffee group meetings through the Chamber of Commerce, and direct flyers, mailers and letters. The Project web page provides relevant, current information and email list-serv announcements are broadcast to those who have signed up for updates during all phases (design, right of way acquisition, undergrounding of the aerial utilities and the on-going surface improvements). In addition, semi-regular Construction Advisory Group (CAG) meetings have been held.

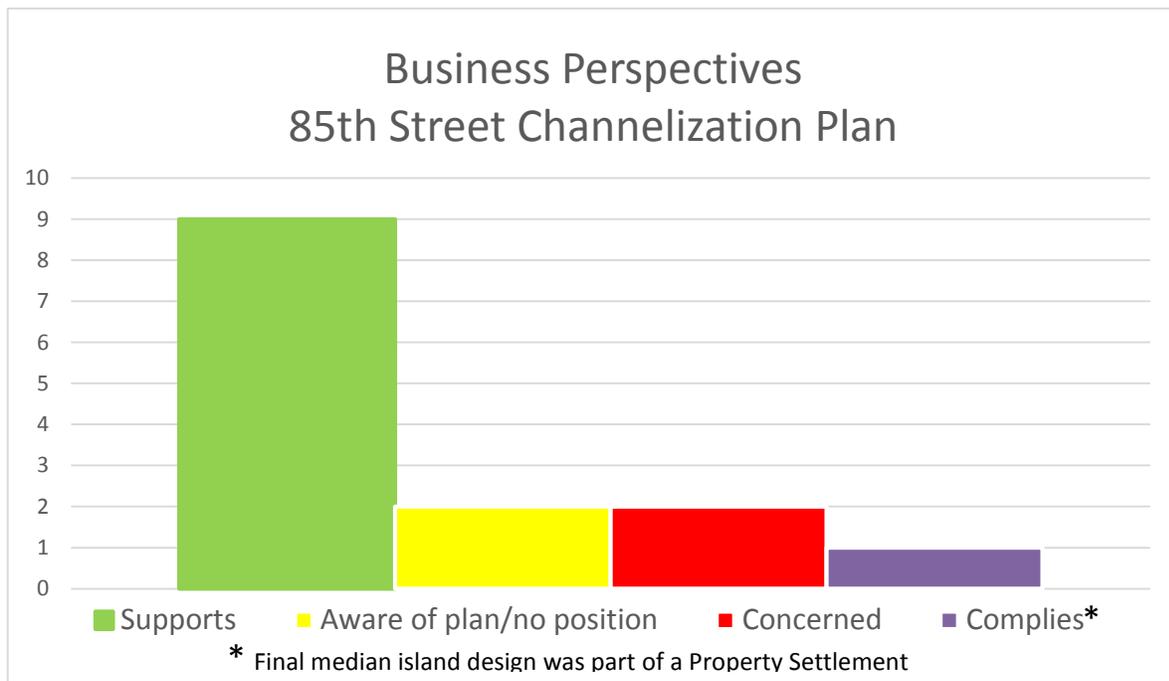
Of key interest to business, residential and project stakeholders has been the matter of overall impacts to the corridor, both during construction and after the project is finished. With approximately 95 parcels directly fronting the corridor, property information packets were segregated by priority of impact during the design and construction phases. The right-of-way negotiations to acquire new right-of-way and easements along the corridor took nearly five

years to complete and throughout those negotiations, property and business owners were kept apprised of the various design iterations leading up to the final improvements, including the current channelization plan.

Though the various phases, the majority of owner comments received have been related to driveway locations and access, the project’s impacts on parking (where applicable) and business operations. The City’s Economic Development Manager’s office and the Business Retention Specialist have also been enlisted to assist in problem-solving with businesses where design reconfigurations were not possible. In all cases, staff has been sympathetic to business operations concerns and has accommodated requests to the fullest extent possible, while working to assure the goals of the Project are also met.

The current Channelization Plan overview (Attachment C), includes a total of 1,400 new linear feet of median islands/concrete c-curb (shown in blue on Attachment C). The previously existing 2,000 linear feet of c-curb is shown in red on Attachment C. The proposed new median islands and c-curb will result in changes for direct access to and from only a small percentage of the businesses along the one-mile long NE 85th Street corridor. The remaining businesses will experience no appreciable change to access over what existed prior to the on-going construction work.

The NE 85th Street Corridor Improvement Project has been one of the longest running Capital Improvement Project for the City. As such, there has been a certain percentage of turn-over in businesses and/or property owners. In order to update all business owners who will experience the proposed access changes, staff revisited the final channelization plan with a total of fourteen business owners or their on-site managers. Please see Attachment D for a summary of the business owners’ positions and brief comments; below is a quick overview of the general results:



The proposed channelization plan is the culmination of extensive professional traffic engineering review, public outreach and input, and feedback from the Transportation Commission and the council's Public Works, Parks, and Human Services Committee. It is recommended that City Council approve the NE 85th Street Channelization Plan, fulfilling the requirements of the 85th Street Sub-Area Plan. If, after final implementation of the Channelization Plan, select changes are deemed appropriate by the Public Works Director, the channelization could be reconfigured. The method of construction specified for the concrete c-curb installation allows for modification at relatively low cost.

Project Bid Results and Funding Update

As presented to City Council in the June 16 and August 3, 2015 Project Update and Pre-Authorization of Award agenda items, the majority of the work on NE 85th Street Overlay Project is scheduled to be performed during the night. Adjustment of utility covers east of 126th Ave NE will be completed during daytime hours to minimize nighttime noise disturbance adjacent to this more heavily residential zone along the project alignment. At the time of the most recent update, staff alerted City Council that there was a possibility that perceived (or actual) night work factors, together with a paving schedule near the end of the construction season, could result in bids higher than currently estimated. As a result, and in order to avoid a substantial delay in the Project caused by a low bid that may be within an acceptable margin of the estimated contract amount, staff recommended, and City Council approved, the execution of a construction contract that is greater than the engineer's estimate, as long as it could be funded using existing budget capacity within Street Preservation Program funding.

As noted in the prior update, during the design, the geotechnical engineer on the Project design team had recommended that the City increase the extent of pavement repair area, and to increase the overlay thickness of the asphalt throughout the Corridor beyond the standard two inch overlay. Staff concurred with that recommendation given the high average daily traffic count of 44,000 trips per day along the Corridor and documented geotechnical conditions. The increased asphalt pavement depth and greater level of base repair will serve to increase the likelihood of the targeted 20-year pavement life for the mile-long Corridor. For the August 3 meeting, it was also stated that the increased pavement depth, when combined with added pavement repair areas, would likely result in an overall Project cost estimate increase on the order of \$250,000 to \$350,000.

On August 18, the City received four contractor bids for the NE 85th Street Overlay with the following results:

Contractor	Total of All Schedules
<i>Engineer's Estimate</i>	<i>\$1,407,302.58</i>
CEMEX	\$1,540,213.92
Lakeside Industries	\$1,669,365.30
Granite Construction	\$2,015,661.00
Watson Asphalt	\$2,068,697.54

As a result of the low bid received, the originally projected budget increase of \$250,000 to \$350,000 is now closer to \$500,000. As noted in the August 3 Pre-award memo, when the City Council awarded the 2015 Street Overlay Project in June of this year there was a surplus within that project's budget (estimated at \$332,600), as well as an additional surplus remaining in the 2014 Street Preservation Project (\$535,500) when City Council accepted the work on that same

August 3 meeting. In total, the known surplus for the 2014 Project plus the projected surplus for the 2015 Project totals close to \$868,000. As such, there is adequate Street Preservation funding available to support the current need for the NE 85th Street Overlay Project.

As a result, staff is recommending use of the available remaining Street Preservation funds to increase the NE 85th Street Overlay Project budget by \$500,000 (Attachment E). The resultant new Project budget would be as follows:

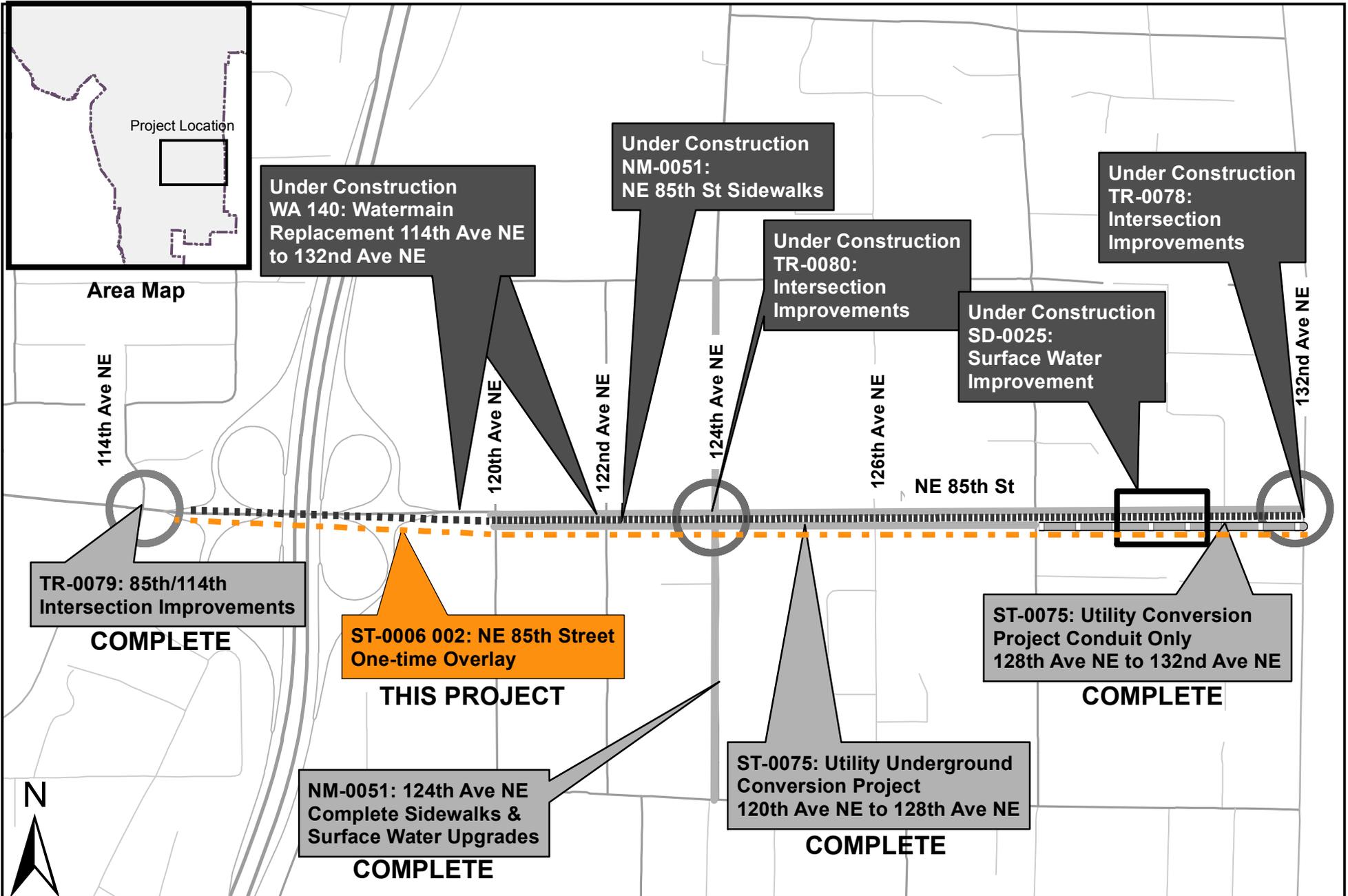
Table 2 – NE 85th Street Corridor Overlay Funding

Revenue Source	Amount
Federal Grant	\$1,099,700
State Grant	\$ 22,300
Original Local General Government Funds	\$ 347,000
Additional Street Preservation Funds (this memo)	\$500,000
TOTAL	\$1,969,000

Project Schedule Update

The subject Project's current fast-tracked construction schedule calls for an early to mid-September start with total project completion by mid-October, hopefully before the onset of adverse rain and cold weather. With City Council's approval of the NE 85th Street Channelization Plan and budget adjustment at the September 1 meeting, staff will move in to a full pre-construction public outreach process by notifying adjacent property owners. This information will also be updated on the City's web site.

- Attachment A – Vicinity Map
- Attachment B – City Driveway policy
- Attachment C – Channelization Summary map
- Attachment D – Business Owner Position Summary
- Attachment E – Fiscal Note



Vicinity Map

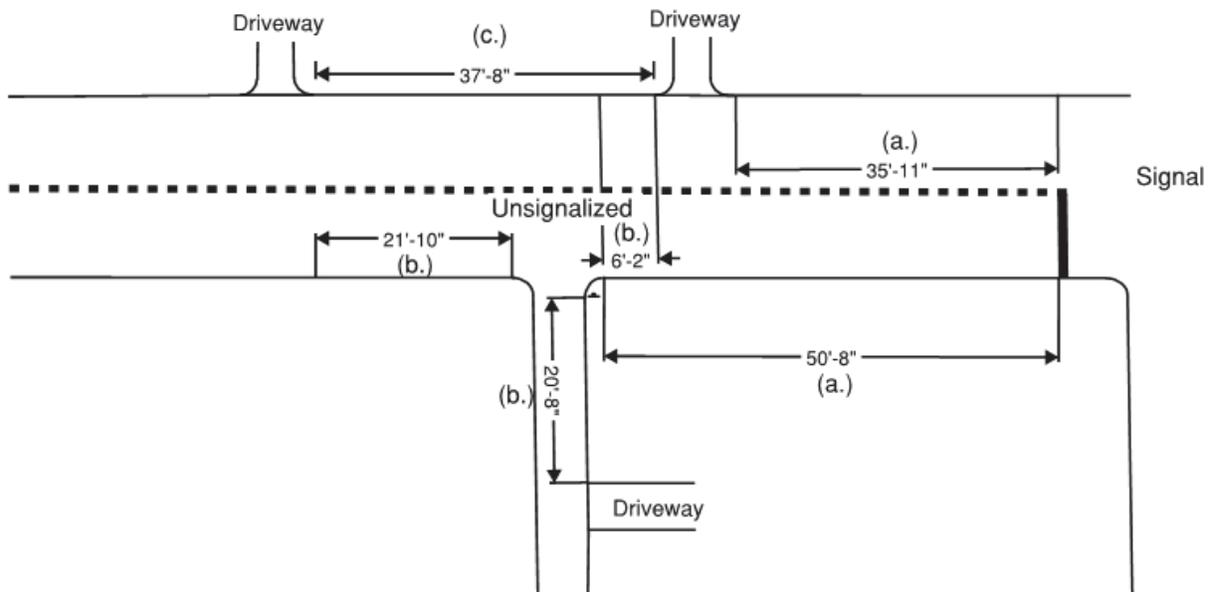
NE 85TH STREET CORRIDOR IMPROVEMENT PROJECT – STREET OVERLAY

CITY OF KIRKLAND123 FIFTH AVENUE • KIRKLAND, WASHINGTON 98033-6189 • (425) 587-3800

**DEPARTMENT OF PUBLIC WORKS
PRE-APPROVED PLANS POLICY****Policy R-4: Driveway Policy****I. DEFINITIONS AND CLASSIFICATIONS**

1. Driveways are vehicle entrances to individual lots and their intersection with public streets.
2. Driveway Types
 - a. Residential Driveway: One providing access to a single family residence or a duplex.
 - b. Multifamily / Non-Residential Driveway: One providing access to an office, retail, institutional, industrial building, or to residential developments of more than two units.
3. Sight Obstruction: any structure, monument, sign, fence, shrubbery, rockery, parked vehicles, hedge or natural growth located within the driveway / intersection sight area and the height limits defined in Public Works Pre-Approved Plan Policy R-13 that may obstruct the visibility for drivers.
4. Sight Distance Triangle or Driver's Sight Area: the area at an intersection or driveway that must be clear of sight obstructions. Sight distance triangle is shown in Figure 1 of Public Works Pre-Approved Plans Policy R-13.
5. High Accident Location (HAL): An intersection or road segment that has an accident rate that exceeds the average accident rate for similar locations during a given period and/or experiences abnormal accident patterns. For information on High Accident Locations contact the Transportation Engineer at 425-587-3866 or by e-mail at icabrera@ci.kirkland.wa.us
6. Traveled Way: The portion of the road intended for the movement of vehicles and bicycles, exclusive of parking lanes and shoulders.
7. How driveways are measured (see Figure 1):
 - a. Signalized intersection- from the back of the stop bar to the closest tangent of the proposed driveway.
 - b. Unsignalized intersection- from the stop bar if present otherwise from the STOP sign if present or from the curb return to the closest edge of the proposed driveway.
 - c. Driveway to driveway- from closest edge of an adjacent driveway to closest edge of the proposed driveways.

Figure 1. Example of driveway spacing measurements



II. DRIVEWAY DESIGN, CONSTRUCTION, MAINTENANCE AND OPERATION

1. General Considerations

- a. Driveways shall be designed to allow safe and efficient movement of vehicles to/from the intersecting street.
- b. Construction shall be in accordance with APWA Standards Specifications, Washington State Chapter and City of Kirkland Pre-Approved Plans.
- c. Maintenance of driveways including pavement, signing and marking shall be the responsibility of the owner whose property the driveway serves.
- d. Whenever practical consolidation of driveways of adjoining properties is encouraged. Therefore, in conjunction with approval of development the City may request developers to provide access and circulation easement to an adjacent owner where joint access is reasonable to serve future development.
- e. All abandoned driveways on the street frontage to be improved shall be removed and the curbing and sidewalk to be restored to City standards.
- f. The continued use of pre-existing driveways may be prohibited with the redevelopment of a site.

- g. Per KZC 105.100, driveway materials must match or exceed the adjacent road. Pervious surfaces can be used in compliance with the stormwater design manual.
- h. Driveways providing access onto arterial streets may be denied if alternate access is available or if the Public Works Director identifies potential safety issues.
- i. **In general, left turn restrictions shall be imposed at driveways**
 - 1) **located within 150 ft of signalized intersections, 150 ft of unsignalized intersections located on arterial streets and 200ft of intersections considered High Accident Locations (HAL). (See R-4 I.7. Definition and Classification section for measurement guidelines.)**
 - 2) that do not meet spacing, offset and setback requirements.
 - 3) experiencing safety and operational conflicts.
 - 4) where the City's Transportation Engineer considers it necessary based on an engineering analysis.

A variance to these restrictions may be requested by submitting a written request to the Public Works Director. Along with the request, the applicant shall provide an engineering analysis and supporting data for review. The analysis shall be prepared by a licensed transportation engineer. The Public Works Director will make the final decision as to whether or not the variance should be granted.

- j. It is preferred that new driveways be aligned with existing opposing driveways or be offset to the left of the existing opposing driveway in order to minimize left turn conflicts on the streets.
 - k. Unless it creates significantly more traffic conflicts and impacts to traffic flow, driveway(s) shall be located off the street with the lower functional classification.
2. Access from Alleys

In order for a property to have access from an alley, it must have frontage on another public street, i.e., an alley cannot serve as the sole access (vehicular and pedestrian) to a property.

3. Number and Locations of Driveways

- a. Single Family Driveways: One driveway.
- b. Circular Driveways: The following criteria must be met for a circular driveway to be approved:
 - 1) The property frontage exceeds 60' and/or a minimum 15' inside radius for the circular driveway would exist from the back of sidewalk.
 - 2) The width of the curb cuts for the proposed circular driveway shall not exceed 10' each.

- 3) Spacing, offset and setback from intersections shall be as recommended for the conventional driveways.
 - c. Multifamily / Non-residential: One driveway.
 - d. Driveways at Corner Lots: Driveways at corners must follow recommended setback from intersections or be located at the farthest property line.
4. Spacing, Offset and Setback from Intersections (See Chart 1)

Allowed spacing between driveways, offset from existing opposing driveways and setback from intersections shall be measured from nearest edge to nearest edge. For intersection setback, it shall be measured from the nearest edge of a crosswalk; where there is not a crosswalk, it shall be measured from 20' back from the edge of the travel lane of the cross street. Factors taken into account in the determination of the recommended values or any proposed variances are:

- Street Functional Classification
- Projected Daily and Peak Driveway Volumes
- Best available speed data.
- Impacted Street Peak Traffic Volumes.
- Intersection Geometry (Number of Lanes, Lane Usage)
- Street and Intersection Safety Characteristics
- Parcel size
- Availability of alternate access

5. Width of Driveway Entrance

Driveway width shall be measured at the throat and shall adhere to the following chart:

Driveway Type	One Way	Two Way
Single Family	10'	20'
Multi-Family/Non-Residential	12-15'	20-24'(*)
(*) If medians, traffic islands and turn lanes are used in driveway , greater width shall be considered		

6. Grades, Throat Length, Horizontal and Vertical Alignment

New driveways shall preferably intersect the adjacent street at 80 to 100 degree angle. For Multifamily /Non-Residential driveways the average grade on the landing (distance behind back of existing or future curb line) shall not exceed 6%. Grade beyond landing shall not exceed 15%.

(see chart)

<u>Driveway Daily Volumes</u>	<u>Landing (Relatively Flat Distance Behind Back of Existing or Future Curb line)</u>	<u>Throat Length (Distance between face of curb and the parking area served)</u>
<100	15'	20'
100 - 1500	20'-25'	40'
>1500	30'	60'

Chart below shows recommended (desirable) and minimum (required) values.

	Street Functional Type		Land Use Category		
			Residential	Multi-family / Non-residential	
			Required	Recommended	Required
Setback from Intersections	Local		50'	75'	75'
	Collector	Unsignalized	75'	75'	75'
		Signalized	100'	200'	150'
	Arterial	Unsignalized	100'	150'	100'
		Signalized	150'	200'	150'
HAL		150'	200'	150'	
Spacing	Local		10'	50'	50'
	Collector		20'	50'	50'
	Arterial		100'	150'	150'
Offset to the Left of Existing Opposing Driveway	Local		NA	NA	NA
	Collector		NA	NA	NA
	Arterial	25-30 MPH	100'	150'	150'
		35 MPH	150'	200'	150'

7. Traffic Control at Driveways

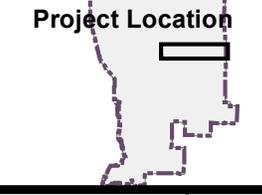
- a. Multifamily / Non-residential driveways may be controlled by stop signs, roundabouts or traffic signals.
- b. Traffic signalization may be considered to control driveways projected to exceed 2000 vehicles per day and that are located on arterial streets with ADT in excess of 15,000. Traffic signal warrant analysis shall be performed at driveways considered for signalization.
- c. Signalized driveways shall be designed and built so as to minimize interference with existing traffic signals and shall have a minimum 100ft storage area between the face of curb and any turning and parking maneuver within the development.
- d. For multi-family and non-residential use, parking shall be located at a minimum of 25 feet behind the back of sidewalk.

8. Sight Distance

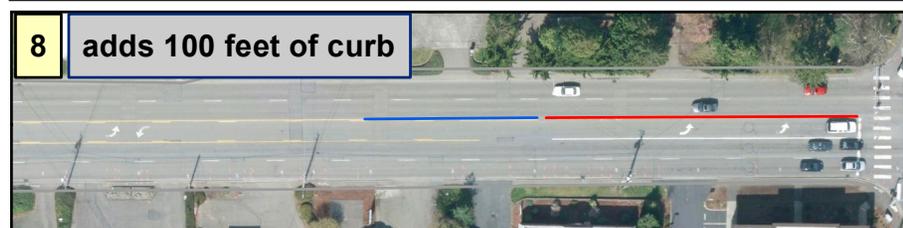
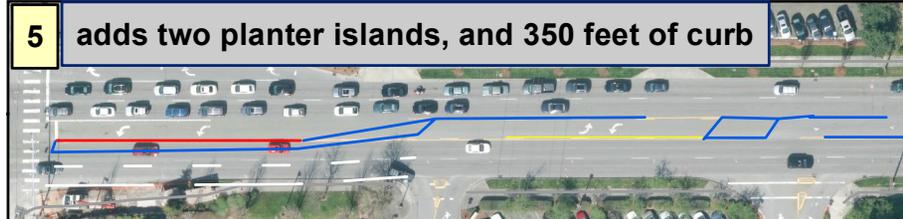
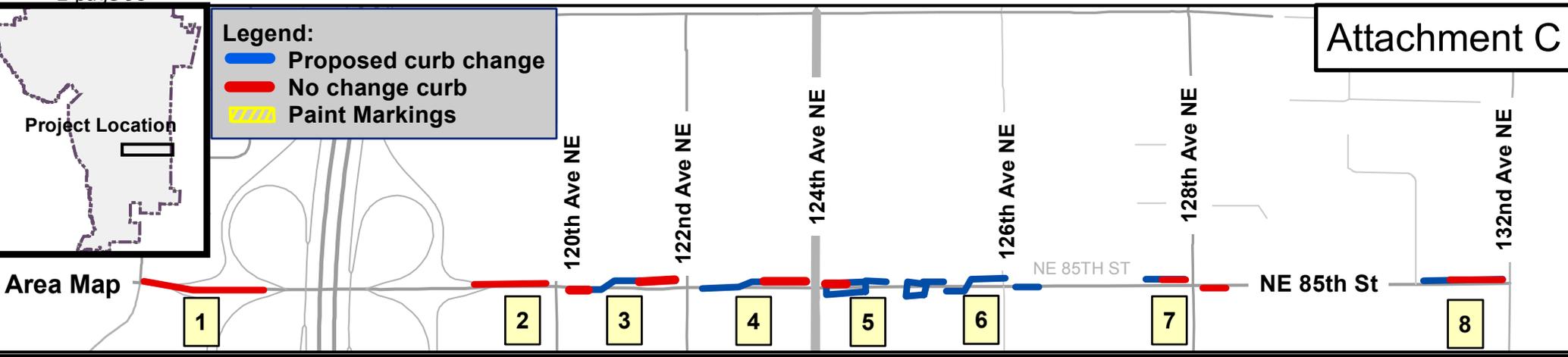
Public Works Pre-Approved Plan Policy R-13 specifies sight distance requirements for driveways and various types of intersections.

Legend:

-  Proposed curb change
-  No change curb
-  Paint Markings



Area Map



NE 85th Street Channelization Responses

Attachment D

SOUTH SIDE	INTERSECTION	ACCESS UNDER PRE-CONSTRUCTION CONDITIONS	ACCESS UNDER PROPOSED CONDITIONS	POSITION OF BUSINESS OPERATOR	PERSPECTIVE OF BUSINESS OWNER
Taco Time	120th	Westbound traffic turned left across double yellow line into 85th Street driveway; c-curb prevents southbound traffic on 120th Avenue Northeast from turning left	Chicane on 85th creates left-turn access for westbound vehicles while allowing sufficient queueing for the left-turn lane onto 120th Avenue Northeast.	Supports	Says chicane will eliminate effects on 85th Street access, which is primary access. Also recognizes danger of uncontrolled lefts-turns and equates Kirkland's effort to the state's access control effort on Highway 515, near where he lives.
All Wheel Drive	120th	Customers' primarily access business off 120th; some westbound traffic crosses double yellow into 85th Street driveway	Chicane preserves westbound 85th Street access	Supports	Generally supportive of efforts to increase safety along corridor; concerned about effects of 120th C-curb, ie: "hundreds" of drivers use his 120th Avenue driveway as U-turn and access, U-turn in the street and turn left from Taco Time driveway into oncoming traffic.
Speedy Glass	120th	Customers have access business off 120th; some westbound traffic crosses double yellow into 85th Street driveway	Chicane preserves westbound 85th Street access	Supports	No specific comments
Lover's Package	120th	Customers have access business off 120th; some westbound traffic crosses double yellow into 85th Street driveway	Chicane preserves westbound 85th Street access	Supports	Says chicane will improve 85th Street access because currently, drivers must cross double-yellow line, which she says is illegal.
Starbucks	122nd	Primary westbound access is off 122nd Avenue; 85th Street access is secondary	Loses westbound 85th Street access.	Supports	Relieved that construction ends in October, which is beginning of peak season (school-related business is primary source of fall, winter, spring business)
Jiffy Lube	122nd	Primary westbound access is off 85th Street; secondary access is off 122nd through Starbucks driveway.	Loses westbound 85th Street access.	Concerned	Says access 122nd Avenue through Starbucks driveway is not realistic since Starbucks drive-thru queue at times blocks access
Salon Featherly	132nd	Westbound traffic used center two-way, left-turn lane to turn left into parking lot.	Loses westbound 85th Street access. Westbound traffic could U-turn in 131st Avenue Northeast, turn left (east) onto 85th and then right into parking lot.	Aware of channelization plan.	Spoke with manager, but not owner. Has called owner.
Day-Care	132nd	Westbound traffic used center two-way, left-turn lane to turn left into parking lot.	Loses westbound 85th Street access. Westbound traffic could U-turn in 131st Avenue Northeast, turn left (east) onto 85th and then right into parking lot.	Supports	Plan does not significantly affect most clients. It does affect five Redmond-based clients. All others come from west. Some come from north or south. Owner says some clients already avoid the westbound left-turn, citing a preference of safety over convenience.
NORTH SIDE					
U-Haul	120th	Eastbound traffic has left-turn access off 85th; and through the parkings lot via 120th and 122nd	Loses left-turn off 85th	Supports	Owner says he currently directs customers out through the parking lots onto 120th or 122nd. So putting curb in front has no effect on him.
Outback	122th	Eastbound traffic has left-turn access off 85th; and through the parkings lot via 120th and 122nd	Loses left-turn off 85th	No position	Looking forward to project completion
Honda of Kirkland	124th	Eastbound traffic has two left-turn access points off 85th; and through 124th Avenue	Loses western-most 85th Street access	Complies	New turn-lane leads customers into bollards (which he can remove) and into used car lot and detailing area, which he doesn't like.
Northwest Liquor	128th	Eastbound traffic has two left-turn access points off 85th and one off 128th	Loses eastern-most 85th Street access	Supports	Says customers can use other entrance.
O'Reilly	128th	Eastbound traffic has two left-turn access points off 85th and one off 128th	Loses eastern-most 85th Street access	Supports	Says curbing will encourage customers to use rear parking lot off 128th
My Pets Vet Clinic	128th	Eastbound traffic turns left into neighboring parking lot, then right back onto 85th and right into driveway	No change	Concerned	Supports joint driveway between The Cave and Northstream property.

FISCAL NOTE

CITY OF KIRKLAND

Source of Request							
Kathy Brown, Public Works Director							
Description of Request							
Additional funding of \$500,000 for 85th Street Overlay CST 0006 002 funded from the 2014 Street Preservation Program project balance.							
Legality/City Policy Basis							
Fiscal Impact							
One-time use of \$500,000 from 2014 Street Preservation Program CST 1406. The remaining project balance is fully able to fund this request.							
Recommended Funding Source(s)							
<i>Reserve</i>	Description	2015 Est End Balance	Prior Auth. 2015-16 Uses	Prior Auth. 2015-16 Additions	Amount This Request	Revised 2015 End Balance	2015 Target
						0	
							0
<i>Revenue/Exp Savings</i>	Current remaining project balance from the 2014 Street Preservation Program is \$536,220.						
<i>Other Source</i>							
Other Information							

Prepared By	Neil Kruse, Senior Financial Analyst	Date	August 24, 2015
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CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager
From: Marilynne Beard, Deputy City Manager
Date: August 20, 2015
Subject: CITY COUNCIL POLICIES AND PROCEDURES

RECOMMENDATION:

City Council approves the attached resolution adopting updated Council Policies and Procedures, including opening Committee meetings to the public beginning on January 1, 2016.

BACKGROUND:

At the May 31, 2015 City Council Retreat, the Council discussed outstanding policies and procedures and provided direction regarding desired edits. Staff met with the Finance and Administration Committee on July 14 to obtain feedback on the draft policies prior to forwarding the policies to the full Council for adoption. Following is a summary of changes to the draft policies reviewed by Council at the retreat and by the Committee at their meeting that are included in the proposed policies.

- **Council Committees** – The new language is on pages 20 and 21 in the draft attachment. The draft is based on the document presented to Council at the retreat, incorporating Council's edits:
 - Removes "Housing" from the PED Committee Name
 - Requires posting changes in meeting times or places or special meetings to the City's website
 - Provides for annual sunset of outstanding topics unless the Council approves the Committee carrying over an item to the next year
 - Opens Committee meetings to the public with the following text: "*Council Committee meetings are open to the public. Members of public may attend Council Committee meetings, but may not provide testimony or participate in the meeting discussion. Unless a quorum of the Council is in attendance, ad hoc meetings of Council Committees, such as tours or meetings with other elected officials, do not need to be posted the City's website.*"

The Finance and Administration Committee recommended adoption of this open committee meeting policy in September with an effective date of January 1, 2016 in order to allow time for staff to develop procedures and standardize agenda setting and minutes. The Resolution specifies the January effective date for this policy only.

- **City Council Meetings** – Proclamations – This adds a section on proclamations as presented at the retreat.

- **Board and Commission Appointments** – This is the amended policy that provides for reappointment of eligible and interested incumbents to a second term.
 - Convenes an ad hoc committee prior to the recruitment process to consider recommending reappointment of incumbents for a second term
 - Calls for consultation with the board/committee chair prior to recommendation to full Council
 - Allows for “designation of alternates” at the same time as appointments are made and clarifies the role of alternates

Next Steps

One outstanding policy requested by the City Council earlier this year is regarding remote attendance by City Council members at City Council meetings. On at least two occasions, City Council members phoned into a study session so that they could participate. In both cases, the individuals were traveling and not available to attend in person. There is currently no written policy regarding the frequency and conditions under which remote attendance would be allowed.

A draft policy will be presented to the Finance and Administration Committee which is based on policies from other cities. Some cities allow remote attendance by phone only during emergencies, some limit the number of times and some limit the nature of agenda items or types of meetings that are appropriate for remote participation. None of the policies from other cities address participation through teleconference, although with the upcoming improvements to City Hall the capability for telephone and/or teleconference should be considered. If the City Council is considering using teleconference or other on-line modes of attendance, staff would conduct additional research on current technologies and return to Council with more information about available systems and their cost.

Once the Finance and Administration Committee has discussed the remote attendance policy, it will be brought forward to the full Council along with information about technologies and cost.

RESOLUTION R-5145

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE ADDITION OF POLICIES ON COUNCIL COMMITTEES, PROCLAMATIONS, BOARD AND COMMISSION APPOINTMENTS TO THE CITY OF KIRKLAND CITY COUNCIL POLICIES AND PROCEDURES, AND READOPTING ALL OF THE COUNCIL POLICIES AND PROCEDURES.

1 WHEREAS, the City Council approved updated and consolidated
2 City Council Policies and Procedures, as recommended by the Finance
3 and Administration Committee, with the passage of Resolution R-5107
4 on February 6, 2014; and
5

6 WHEREAS, on April 21, 2015, the City Council approved
7 Resolution R-5125 adding a new section to the City Council Policies and
8 Procedures relating to "Council Communications with the Public"; and
9

10 WHEREAS, at its May 31, 2015, City Council Retreat, the City
11 Council discussed and referred additional draft policies to the Finance
12 and Administration Committee; and
13

14 WHEREAS, the Finance and Administration Committee now
15 recommends that the full Council add new policies on Council
16 Committees, proclamations, and board and commission appointments
17 to the City Council Policies and Procedures and that the Council readopt
18 all of the Council Policies and Procedures; and
19

20 WHEREAS, the City Council desires that City government be
21 transparent and accountable to the public; and
22

23 WHEREAS, the City Council seeks to govern in a manner that is
24 responsive to the community, in collaboration with City management,
25 and in a business-like and professional manner; and
26

27 WHEREAS, written principles, policies and procedures best
28 assure an atmosphere conducive to principled, accountable and
29 transparent governance.
30

31 NOW, THEREFORE, be it resolved by the City Council of the City
32 of Kirkland as follows:
33

34 Section 1. The "City of Kirkland City Council Policies and
35 Procedures" dated September 2015, attached as Exhibit A and
36 incorporated by this reference are approved.
37

38 Section 2. This resolution shall take effect upon passage
39 provided that Policy 7.03, entitled, "Council Committee Meetings," in the
40 September 2015 City of Kirkland City Council Policies and Procedures
41 shall go into effect on January 1, 2016.
42

43 Passed by majority vote of the Kirkland City Council in open
44 meeting this ____ day of _____, 2015.

45
46
47

Signed in authentication thereof this ____ day of _____,
2015.

MAYOR

Attest:

City Clerk

CITY OF KIRKLAND CITY COUNCIL POLICIES AND PROCEDURES



September 2015

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CHAPTER 1: CITY COUNCIL VISION AND GOALS

1.01 Vision. Kirkland is an attractive, vibrant and inviting place to live, work and visit. Our lakefront community is a destination for residents, employees and visitors. Kirkland is a community with a small-town feel, retaining its sense of history, while adjusting gracefully to changes in the twenty-first century.

1.02 Goals — Purpose. The purpose of the City Council Goals is to articulate key policy and service priorities for Kirkland. Council goals guide the allocation of resources through the budget and capital improvement program to assure that organizational work plans and projects are developed that incrementally move the community towards the stated goals. Council goals are long term in nature. The City's ability to make progress towards their achievement is based on the availability of resources at any given time. Implicit in the allocation of resources is the need to balance levels of taxation and community impacts with service demands and the achievement of goals.

1.03 Operational Values. In addition to the Council goal statements, there are operational values that guide how the City organization works toward goal achievement:

- **Regional Partnerships** – Kirkland encourages and participates in regional approaches to service delivery to the extent that a regional model produces efficiencies and cost savings, improves customer service and furthers Kirkland's interests beyond the our boundaries.
- **Efficiency** – Kirkland is committed to providing public services in the most efficient manner possible and maximizing the public's return on their investment. We believe that a culture of continuous improvement is fundamental to our responsibility as good stewards of public funds.
- **Accountability** – The City of Kirkland is accountable to the community for the achievement of goals. To that end, meaningful performance measures will be developed for each goal area to track our progress toward the stated goals. Performance measures will be both quantitative and qualitative with a focus on outcomes. The City will continue to conduct a statistically valid citizen survey every two years to gather qualitative data about the citizen's level of satisfaction. An annual Performance Measure Report will be prepared for the public to report on our progress.
- **Community** – The City of Kirkland is one community composed of multiple neighborhoods. Achievement of Council goals will be respectful of neighborhood identity while supporting the needs and values of the community as a whole.

The City Council Goals are dynamic. They should be reviewed on an annual basis and updated or amended as needed to reflect citizen input as well as changes in the external environment and community demographics.

1.04 City Council Goals

NEIGHBORHOODS

Value Statement: The citizens of Kirkland experience a high quality of life in their neighborhoods.

Goal: Achieve active neighborhood participation and a high degree of satisfaction with neighborhood character, services and infrastructure.

PUBLIC SAFETY

Value Statement: Ensure that all those who live, work and play in Kirkland are safe.

Goal: Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response.

HUMAN SERVICES

Value Statement: Kirkland is a diverse and inclusive community that respects and welcomes everyone and is concerned for the welfare of all.

Goal: To support a regional coordinated system of human services designed to meet the special needs of our community and remove barriers to opportunity.

BALANCED TRANSPORTATION

Value Statement: Kirkland values an integrated multi-modal system of transportation choices.

Goal: To reduce reliance on single occupancy vehicles and improve connectivity and multi-modal mobility in Kirkland in ways that maintain and enhance travel times, safety, health, and transportation choices.

PARKS, OPEN SPACES AND RECREATIONAL SERVICES

Value Statement: Kirkland values an exceptional park, natural areas and recreation system that provides a wide variety of opportunities aimed at promoting the community's health and enjoyment.

Goal: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well-being of the community.

DIVERSE HOUSING

Value Statement: The City's housing stock meets the needs of a diverse community by providing a wide range of types, styles, size and affordability.

Goal: To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.

FINANCIAL STABILITY

Value Statement: Citizens of Kirkland enjoy high-quality services that meet the community's priorities.

Goal: Provide a sustainable level of core services that are funded from predictable revenue.

ENVIRONMENT

Value Statement: We are committed to the protection of the natural environment through an integrated natural resource management system.

Goal: To protect and enhance our natural environment for current residents and future generations.

ECONOMIC DEVELOPMENT

Value Statement: Kirkland has a diverse, business-friendly economy that supports the community's needs.

Goal: To attract, retain and grow a diverse and stable economic base that supports city revenues, needed goods and services and jobs for residents.

DEPENDABLE INFRASTRUCTURE

Value Statement: Kirkland has a well-maintained and sustainable infrastructure that meets the functional needs of the community.

Goal: To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

CHAPTER 2: CITY COUNCIL CODE OF CONDUCT

2.01 Code of Conduct for City Council and Boards and Commissions. The Code of Conduct is supplemental to the Kirkland Municipal Code and the Code of Ethics and applies to the City Council and all members of City advisory boards and commissions. The Code of Conduct describes how Kirkland officials treat each other and work together for the common good of the community. Conducting the City's business in an atmosphere of respect and civility is the underlying theme in this Code. City Officials are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the Code.

Implicit in the Code of Conduct is recognition of the worth of individual members and an appreciation for their individual talents, perspectives and contributions. The Code will ensure an atmosphere where individual members, staff and the public are free to express their ideas and work to their full potential.

As a City Official of the City of Kirkland, I agree to these principles of conduct:

We consistently demonstrate the principles of professionalism, respect and civility in working for the greater good of Kirkland.

We assure fair and equal treatment of all people.

We conduct ourselves both personally and professionally in a manner that is above reproach.

We refrain from abusive conduct, personal charges or verbal attacks on the character or motives of Council members, commissioners, staff and the public.

We take care to avoid personal comments that could offend others.

We show no tolerance for intimidating behaviors.

We listen courteously and attentively to all public discussions and treat all people the way we wish to be treated.

We serve as a model of leadership and civility to the community.

Our actions inspire public confidence in Kirkland government.

Keeping in mind the common good as the highest purpose, we will focus on holding efficient meetings that achieve constructive solutions for the public benefit.

We work as a team to solve problems and render decisions that are based on the merits and substance of the matter.

We respect differences and views of other people.

We adhere to the principles and laws governing the Council/Manager form of government and treat all staff with respect and cooperation.

We will refrain from interfering with the administrative functions and professional duties of staff.

We will not publicly criticize individual staff but will privately communicate with the City Manager any concerns about a department or department director or staff person.

We will refrain from negotiating or making commitments without the involvement and knowledge of the City Manager.

We will work with staff in a manner that consistently demonstrates mutual respect.

We will not discuss personnel issues, undermine management direction, or give or imply direction to staff.

We will communicate directly with the City Manager, department directors or designated staff contacts when asking for information, assistance or follow up.

We will not knowingly blindside one another in public and will contact staff prior to a meeting with any questions or issues.

We will not attend City staff meetings unless requested by staff.

CHAPTER 3: CITY COUNCIL MEETINGS

3.01 Rules Governing the Conduct of Meetings. The order of procedure contained in this Chapter shall govern deliberations and meetings of the Council of the City of Kirkland, Washington. *Roberts Rules of Order, Newly Revised*, shall govern the deliberations of the Council except when in conflict with any of the rules set forth in this Chapter.

3.02 Submittal of Council Agenda Items. Items of business to be considered at any Council meeting shall be submitted to the City Manager no later than the Wednesday morning prior to a scheduled Council meeting. A written agenda and informational material is to be prepared and sent the Friday preceding each meeting to each Councilmember. Urgent items arising after the regular agenda has been prepared may be placed on the agenda if the Councilmember or City Manager explains the necessity and receives a majority vote of the Council on a motion to add the item.

3.03 Regular Meetings. Regular meetings of the Council shall be held as provided for by ordinance.

3.04 Quorum. At all meetings of the Council, a majority of the Councilmembers shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time to secure the attendance of absent members.

3.05 Order of Business. The order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Study Session
4. Executive Session
5. Honors and Proclamations
6. Communications
 - a. Announcements
 - b. Items from the Audience (See Section 3.07 for the three minute limitation.)
 - c. Petitions
7. Special Presentations
8. Consent Calendar
 - a. Approval of Minutes
 - b. Audit of Accounts and Payment of Bills and Payroll
 - c. General Correspondence
 - i. Routine
 - ii. Written correspondence relating to quasi-judicial, including land use public hearing matters and placed in the appropriate hearing file.
 - d. Claims
 - e. Award of Bids
 - f. Acceptance of Public Improvements and Establishing Lien Periods
 - g. Approval of Agreements
 - h. Other Items of Business
9. Public Hearings
10. Unfinished Business
11. New Business

12. Reports
 - a. City Council Reports
 - (1) Finance and Administration Committee
 - (2) Planning and Economic Development Committee
 - (3) Public Safety Committee
 - (4) Public Works, Parks and Human Services Committee
 - (5) Tourism Development Committee
 - (6) Legislative Committee
 - (7) Regional Issues
 - b. City Manager Reports
 - (1) Calendar Update
13. Items from the Audience
14. Adjournment

3.06 Consent Calendar. Any matter, which because of its routine nature, would qualify for placement on the Consent Calendar pursuant to section 3.05, may be included on the Consent calendar, notwithstanding action on the matter may, by law or otherwise, require adoption of a resolution or ordinance.

Any item may be removed from the Consent calendar and moved to the regular agenda upon the request of any Councilmember. All items remaining on the Consent calendar shall be approved by a single motion. Whenever an ordinance is included on the Consent calendar, approval of the calendar shall be by roll call vote.

3.07 Public Comment. The Council believes that the following procedure for public comment during regular City Council meetings will best accommodate the desires and concerns of the Council and the public:

1. During the time for "Items from the Audience," speakers may not comment on matters which are scheduled for a public hearing, or quasi-judicial matters. The Council will receive comments on other issues, whether the matter is on the agenda for the same meeting or not. When possible, items on the agenda will be marked with an asterisk when the Council cannot receive comments on such matters during the time for "Items from the Audience."

2. During the times for "Items from the Audience," whether at the beginning or end of the meeting, each speaker will be limited to three minutes. No more than three speakers may address the Council on any one subject. However, if both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the Council. Unless it is 10:00 p.m. or later, speakers may continue to address the Council during an additional Items from the Audience period at the end of the meeting; provided, that the total amount of time allotted for the additional Items from the Audience period shall not exceed 15 minutes. A speaker who addressed the Council during the earlier Items from the Audience period may speak again, and on the same subject, however, speakers who have not yet addressed the Council will be given priority.

3.08. Petitions. In the event that the City Council is presented with a petition from a citizen, the City Council will take a formal vote providing direction which may include any of the following options:

1. Accept the petition and refer the matter to a Council Committee for further study.
2. Accept the petition and refer to staff for follow-up.
3. Accept the petition and determine that no further action is needed.

Any petition referred to a Council Committee or staff will be presented at a subsequent regular meeting with an explanation of the resolution.

In order to be considered complete, a petition should include each signer's name and their city of residence.

3.09 Committee Reports. The chairman of each respective committee, or the Councilmember acting for him/her in his/her place, shall submit or make all reports to the Council when so requested by the presiding officer or any member of the Council.

3.10 Duties of the Presiding Officer. It shall be the duty of the presiding officer of the Council to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Announce the agenda item and determine if the Council wishes to receive a staff report.
4. If, after presentation of the report or based upon the written report, action is desired, recognize Councilmember to make a motion to propose appropriate action. Require a second to each motion, for those motions which must be seconded.
5. Handle discussion in an orderly way:
 - a. Give every Councilmember who wishes an opportunity to speak.
 - b. Permit audience participation at appropriate times.
 - c. Keep all speakers to the rules and to the question.
 - d. Give pro and con speakers equal opportunity to speak.
 - e. Repeat motions, put motions to a vote and announce the outcome.
 - f. Suggest but not make motions for adjournment.
 - g. Appoint committees when authorized to do so.

3.11 Rules for Councilmember Conduct.

1. No member shall speak more than twice on the same subject without permission of the presiding officer.
2. No person, not a member of the Council, shall be allowed to address the Council while it is in session without the permission of the presiding officer.
3. All questions on order shall be decided by the presiding officer of the Council with the right of appeal to the Council of any member.
4. Motions shall be reduced to writing when required by the presiding officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

3.12 Voting. Each member present shall vote on all questions put to the Council. The duty to vote shall be excused when a Councilmember has a financial interest in the question or, in quasi-judicial matters, where a Councilmember has an appearance of fairness problem. When voting on any matter before the Council, a majority of the entire membership of the Council is required for passage of any ordinance, resolution or motion, provided that a simple majority of the members present shall be sufficient with respect to the following motions:

1. To adjourn, to table or continue a matter,

2. To go into or out of executive session,
3. To schedule a special meeting of the City Council,
4. To add or remove items on a future Council meeting agenda,
5. To approve or authorize the sending of a letter or other communication so long as the letter or communication sets forth a policy or position previously agreed to by a majority of the entire Council membership,
6. To establish the date for a public hearing, unless such hearing is required to be set by ordinance or resolution,
7. To authorize call for bids or requests for proposals, and
8. To approve a Consent calendar, provided that any ordinance, any grant or revocation of franchise or license, or any resolution for payment of money included on the Consent calendar, has first been removed.

3.13 Tie Votes. A tie vote, on a matter requiring four affirmative votes for passage, shall not be dispositive of the matter voted upon, but shall be deemed to have tabled the matter until the next succeeding regular meeting at which all seven Councilmembers are present. At that meeting, any member may move to take the matter off the table.

3.14 Non-Tie Vote with Lack of Affirmative Votes. A non-tie vote which fails for a lack of four affirmative votes, as to a matter which requires four affirmative votes for passage, shall be deemed to defeat the matter voted upon. Any Councilmember may move to reconsider the matter at the next succeeding regular meeting at which all seven Councilmembers are present.

3.15 Motions to Reconsider. Except as provided in Sections 3.12 and 3.13, motions to reconsider must be made by a member who votes with the majority, and at the same or next succeeding meeting of the Council.

3.16 Motions to Lay A Matter on the Table. Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the most distant day, and the largest sum shall be put first.

3.17 Motion for Adjournment. A motion for adjournment shall always be in order.

3.18 Motions and Discussion by the Presiding Officer. The presiding officer, as a member of the Council may, at his or her discretion, call any member to take the chair, to allow the presiding officer to make a motion, but may otherwise discuss any other matter at issue subject only to such limitations as are imposed by these rules on other Councilmembers.

3.19 Suspension of Rules. The rules of the Council may be altered, amended or temporarily suspended by a vote of two-thirds of the members present; provided, that at least four affirmative votes be cast.

3.20 City Staff Attendance at Meeting. The City Manager, Attorney, City Clerk, and such other officers and/or employees of the City of Kirkland shall, when requested, attend all meetings of the Council and shall remain in the Council chamber for such length of time as the Council may direct.

3.21 Minutes. The City Clerk shall keep correct minutes of all proceedings. The votes of each Councilmember on any ordinance and the ayes and nays on any other question shall be entered in the minutes. Copies of the minutes shall be sent to the members of the Council prior to their next regular meeting.

3.22 Procedure for Considering Process IIA Appeals. The City Council shall consider a Process IIA appeal under Kirkland Zoning Code (KZC) Chapter 150 at one meeting, and shall vote on the appeal at the next or a subsequent meeting, in order for the Council to gather more information from the record and consider the appeal; provided, that the Council, by a vote of at least five members, may suspend this rule and consider and vote on the appeal at the first meeting. The Council's vote (to affirm, modify or reverse the decision of the Hearing Examiner, or direct the Hearing Examiner to hold a rehearing) shall occur within 60 calendar days of the date on which the letter of appeal was filed, pursuant to KZC 150.125.

3.23 Procedure for Considering Process IIB Applications. The City Council shall consider a Process IIB application under KZC Chapter 152 at one meeting, and shall vote on the application at the next or a subsequent meeting; provided, that the Council, by a vote of at least five members, may suspend this rule and consider and vote on the application at the first meeting. The Council shall first consider the application at a meeting held within 45 calendar days of the date of issuance of the Hearing Examiner's recommendations, pursuant to KZC 152.90.

CHAPTER 4: STUDY SESSIONS AND RETREATS

4.01 Study sessions. Study sessions shall be held as provided by Kirkland Municipal Code 3.10.020. Study sessions are used by the Council to review upcoming agenda items, current and future programs or projects, to discuss, investigate, review or study matters of City business for informational purposes. No final action is taken while in study session; however, the Council may provide direction to staff by consensus or vote. Council direction shall be summarized in writing and presented to the City Council at a regular meeting. Final action on direction provided at a study session will be scheduled for a regular or special council meeting.

4.02 Council retreats. Council retreats are held annually or semi-annually at the Council's discretion. The purpose of the retreats is to allow the Council to devote concentrated attention to single or multiple time consuming subjects. No final action is taken at retreats; however, the Council may provide direction to staff by consensus or vote. Council direction shall be summarized in writing and presented to the City Council at a regular meeting. Final action on direction provided at will be scheduled for a regular or special council meeting.

CHAPTER 5: COUNCIL COMMUNICATIONS

5.01 Written Correspondence. Access to the City Council by written correspondence is a significant right of all members of the general public, including in particular, residents of the City. The City Council desires to encourage the exercise of this access right by the general public to bring to the attention of the Council, matters of concern to Kirkland residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential. One concern of the City Council is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the City Council in a quasi-judicial or land use hearing context. Special care in the way the content of those letters is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

The Council believes that the following procedure for handling of written correspondence addressed to the Council will best accommodate the desires and concerns of the Council as set forth in this section:

1. Correspondence of an Information Only Nature — Correspondence which is purely of an informational nature and which does not require a response or action should not be placed on the Council meeting agenda by the City Clerk, but rather transmitted to the Councilmembers in the normal course of daily business.

2. Routine Requests — Items of a routine nature (minor complaints, routine requests, referrals, etc.) shall be answered by staff. Routine requests and staff responses shall be transmitted to the Councilmembers in the normal course of daily business.

3. Significant Correspondence — Correspondence that requires policy decision or approval by Council shall be placed by the Clerk on the regular Council agenda, either under New Business or if appropriate, under Unfinished Business, and shall be accompanied by staff report as are all other agenda items. Direct replies may be made by the City Manager if policy matters are not involved or the Council has previously provided policy direction. Replies shall be transmitted to the Councilmembers in the normal course of daily business.

4. Correspondence Directly Relating to Quasi-Judicial Hearing Matters — All such correspondence when so identified by the City Clerk shall be listed by name and reference to hearing matter on the Consent agenda under the item Written Correspondence relating to quasi-judicial matters. Copies of such correspondence shall not then be included within the agenda materials, but shall be placed in a City Council communication holding file, or directly into the appropriate hearing file, so that they will be circulated to City Councilmembers at the time that the matter comes before the City Council for its quasi-judicial consideration, and as a part of the hearing record for that matter. The City Clerk shall also advise the sender of each such letter, that the letter will be coming to the attention of the City Council at the time that the subject matter of the letter comes before the Council in ordinary hearing course.

5. Prompt Acknowledgments — The City Manager will promptly acknowledge the receipt of all written correspondence and inquiries and, where appropriate, advise the writer of referral to the City Council or a City department.

5.02 Council Communications with the Public. The Kirkland City Councilmembers are committed to open and progressive communications in their capacity as elected officials. Individual Councilmembers use a variety of methods to communicate with the public, stakeholders, partners and the media. Social media platforms offer a way to deliver public information and customer service to constituents and give citizens another means to interact with their government. The purpose of this policy is to provide guidelines for Council communication with the public, when Councilmembers are acting in their official capacity or commenting on City government matters, through traditional media outlets or the use of social media platforms through personal accounts or pages.

The Council believes that the following guidelines will provide consistency in procedures and allow for use of more tools to communicate with the public.

1. The content and tenor of all public communications should model the same professional behavior displayed during Council meetings and community meetings and reflect well on the individual Councilmember, the City Council as a whole and the community.
2. The following disclaimers should be included in whole or referenced with a link to the disclaimers for all communications initiated by Councilmembers in open forums.
 - a. The views expressed represent the views of the author and may not reflect the views of the Kirkland City Council.
 - b. Responses to this communication by other Councilmembers may be limited by the provisions of the Open Public Meetings Act under which a policy discussion must be held in an open public meeting if a quorum of the City Council participates.
 - c. Comments posted in response to a Councilmember-initiated communication may be subject to public disclosure under the Public Records Act.
3. Media outlets such as newspapers, radio and television news coverage may be used as communications medium by individual Councilmembers provided that the communication clearly states that the views expressed do not represent those of the City Council or the City of Kirkland but the views of the individual Councilmember.
4. Communications Initiated by Councilmembers. Guest editorials, letters to the editor and blog posts published by Councilmembers should be provided to the full City Council at the same time they are delivered to the media outlet. Drafts of guest editorials, letters to the editor or blog posts may not be circulated for comment by a quorum of the Council prior to publication as this may violate the Open Public Meetings Act.
5. Use of Social Media. Posts to social media sites (Web 2.0) such as blogs, Facebook and Twitter may be used by individual Council members to communicate with the public provided the following guidelines are used:
 - a. Blog posts or other posts to social media sites should include, or reference by a link, the disclaimers listed in Section 2.
 - b. Social media sites are not to be used for the conduct of City Council business other than to informally communicate with the public. Public notices, items of legal or fiscal significance that have not been released to the public and discussion of quasi-judicial matters may not be included in Councilmembers social

media posts. Councilmembers are encouraged to maintain social media sites with settings that can restrict users' ability to comment in order to avoid inadvertent discussions of these items. Unsolicited public comments on quasi-judicial matters must be placed on the record by the Councilmember at the time the matter is before the City Council for consideration.

- c. In order to demonstrate openness and a willingness to listen to the entire community, Councilmember posts on social media sites should be made through a public-facing page or by marking individual posts as available to the public as a whole.
 - d. When commenting on a post or an article published by someone other than a Councilmember, a link to the standard disclaimers in Section 2 should be included within the thread.
6. If a Councilmember makes a factual error in a public communication, it should be corrected as soon the error comes to light. Blog posts may be corrected by amending a previous post with a note that a correction was made.
7. Retention of Council Electronic Communications and Social Media Content. All email and text messages, files downloaded from outside sources and other electronic files, relating to the conduct of government or the performance of any governmental or proprietary function, are considered official City business records and are subject to the Washington State Public Records Act and the laws governing the retention and destruction of public records.¹
- a. Email messages sent or received via City email addresses are captured by the City archiving system servers. Council communications are potentially archival and will be retained in accordance with the State retention schedule.
 - b. Email messages sent or received using personal addresses should be forwarded to the member's City account, but should also be maintained in their original form to preserve associated metadata. Attachments should be saved to City server drives as appropriate.
 - c. Text message records are maintained by the communications carrier/providers with varying policies and practices, and can be difficult to retrieve and to maintain in accordance with State law. At this time, Councilmembers should only use text messaging for transitory communications and not to discuss City business.
 - d. Social Media postings should be captured via screen shots which are emailed to, and retained in, the Councilmember's City email account as an interim archiving method pending selection of an appropriate social media archiving technology solution.
 - e. Members should consult with the City Clerk's Office for assistance with any retention questions.
8. Use of City-owned equipment to update personal social media sites or email accounts is subject the Administrative Policy 7.1 which allows for incidental use of City equipment for personal needs provided the activity does not the City to additional cost or liability or

¹ "Public record" is broadly defined in RCW 42.56.010(3) to include, ". . . any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. . . "

pose additional risk to security, privacy or conflict with any other City policy. Use of City-owned equipment or email accounts for campaign purposes is prohibited by RCW 42.17A.555.

CHAPTER 6: PROCLAMATIONS

6.01 Proclamations. A proclamation is a formatted certificate, issued by the Mayor, to give recognition and support to ceremonial occasions and special events, or to raise awareness about concerns of interest to the community as a whole. Proclamations are symbolic; no official policy, action or legal act is imparted or intended as a result.

1. All proclamations will be issued at the discretion of the Mayor.
2. Proclamations can recognize international, national, state, and local events, as well as matters of historical interest, in order to bring them to the attention of Kirkland citizens. Proclamation content should relate to a public purpose or benefit.
3. A proclamation that has not previously been issued by the Mayor of Kirkland shall be reviewed by the Mayor and Deputy Mayor for content to ensure that it does not conflict with an adopted policy position of the Kirkland City Council.
4. The City Manager's Office will coordinate all requests for proclamations. Proclamation requests should be received no later than two weeks prior to a City Council Meeting to allow time for the proclamation to be prepared, reviewed, and added to the Council Agenda.
5. Proclamations shall be presented at Council Meetings only if a recipient is present in the audience or at the discretion of the Mayor. All other proclamations will be sent by mail to the recipient.

CHAPTER 7: COUNCIL COMMITTEES

7.01 Purpose and Relationship to City Council. Committees are advisory and do not take action on behalf of the Council. The purpose of Council Committees is to review matters in detail and to make reports to the full Council for possible Council actions. Council Committees may be standing committees or ad hoc committees which are appointed for special or time-limited subjects. Ad hoc committees are disbanded when they complete their assigned task.

There are four standing Council Committees:

- Finance and Administration
- Public Safety
- Planning and Economic Development
- Public Works, Parks and Human Services

7.02 Council Committee Topics. Committee topics are developed through a collaborative process between the City Council and staff or by referral by the City Council. Council Committees will be assigned an agenda topic when it supports a policy or budget decision that will come before the City Council in the near future. Agenda items may be:

- Identified by the Committee and approved by the City Council;
- Referred by City Council to a committee for monitoring or input, or;
- Referred by the City Manager for early input prior to presentation to the City Council.

New topics requested by a Councilmember that involve more than four hours of staff time should be reviewed by the City Manager for staff impacts. All topics referred to Council Committees will have final consideration before the full Council after receiving a report from the Council Committee regarding all policy options presented. The chair of each Council Committee is responsible for reporting to the City Council, at a regular meeting, the topics discussed and results of the committee's most recent meeting. Meeting minutes for every Council Committee meeting will be posted to the City's webpage and the Council's internal web page along with a list of current and future topics being discussed by each committee. The topic lists will also indicate when and by whom the topics were initiated. Pending agenda topics for Council Committees will be reviewed at least annually by the full Council when outdated or unnecessary topics may be eliminated unless the City Council decides to carry over a particular topic into the next year

7.03 Council Committee Meetings. The regular time and location of standing Council Committee meetings will be posted on the City's website. Special meetings and/or changes in the date, time or location will also be posted.

Finance and Administration	Monthly, last Tuesday, 9 a.m.	City Hall - 123 5 th Ave.
Planning and Economic Development	Monthly, 2 nd Monday, 3 p.m.	City Hall - 123 5 th Ave.
Public Works, Parks and Human Services	Monthly, 1 st Wednesday, 10 a.m.	City Hall - 123 5 th Ave.
Public Safety	Monthly 3 rd Thursday, 8:30 a.m.	City Hall - 123 5 th Ave.

Council Committee meetings are open to the public. Members of public may attend Council Committee meetings, but may not provide testimony or participate in the meeting discussion. Unless a quorum of the Council is in attendance, ad hoc meetings of Council Committees, such as tours or meetings with other elected officials, do not need to be posted the City’s website.

If a committee member is unable to attend the committee meeting in person, they may attend by speaker phone provided that adequate notice is provided to the Chair and the City Manager.

7.04 Council Committee Appointments. Council Committee appointments are generally for a two-year period. Unless a vacancy occurs, Council Committee appointments are made every even-numbered year to coincide with the Council selection of the Mayor. Immediately following the first regular Council meeting in even-numbered years, City Council members should let the Mayor know about their interest in serving on the various City Council and regional committees. The Mayor and Deputy Mayor will then meet to consider committee appointments and they will develop a recommended list of committee appointments. This list of recommended appointments will then be presented at the second City Council meeting in January for Council’s consideration at which time the committee appointments will be made by the City Council.

If a vacancy should occur during the year, this appointment opportunity should be announced at a Council meeting. Those Council members interested in filling this position should let the Mayor know before the next City Council Meeting. The Mayor and Deputy Mayor will make a recommendation for City Council’s consideration to fill this vacancy at that following Council meeting.

7.05 Council Standing Committees.

Committee/Topic Areas	Staff
<p>Finance and Administration</p> <ul style="list-style-type: none"> • Finance and budget • Utility rates • Human Resources and Performance Management • Technology • Public Records • Council Policies and Procedures 	<p><i>Deputy City Manager and Director of Finance and Administration</i></p>
<p>Public Safety</p> <ul style="list-style-type: none"> • Police • Fire and Emergency Medical Services • Municipal Court • Emergency Management • Code Enforcement 	<p><i>Deputy City Manager</i></p>
<p>Planning and Economic Development</p> <ul style="list-style-type: none"> • Business Retention and Recruitment • Business Roundtable • Tourism • Events • Development Services (permitting) • Long Range Planning • Housing 	<p><i>Planning and Community Development Director and Economic Development Manager</i></p>

<p>Public Works, Parks and Human Services</p> <ul style="list-style-type: none"> • Public Works operations and CIP • Parks Operations and CIP • Parks planning • Environment • Utilities • Facilities and Fleet • Human Services 	<p><i>Public Works Director and Parks and Community Services Director</i></p>
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7.06 Council Intermittent Committees

Committee/Topic Areas	Staff
<p>Legislative</p> <ul style="list-style-type: none"> • State and Federal Legislative Agenda and Monitoring • Liaison with State and Federal Elected Officials 	<p><i>Intergovernmental Relations Manager</i></p>

CHAPTER 8: BOARD AND COMMISSION APPOINTMENTS

It shall be the policy of the Kirkland City Council to make appointments to official advisory boards or commissions generally in accordance with the following:

8.01 Applicability/Definition. **Unless otherwise provided by statute or the Kirkland Municipal Code**, for the purposes of this policy, the term advisory board shall include the following appointed bodies:

Cultural Arts Commission
 Design Review Board
 Park Board
 Human Services Advisory Committee
 Planning Commission
 Library Board
 Tourism Development Committee (Lodging Tax Advisory Committee)
 Salary Commission
 Transportation Commission

8.02 Eligibility. Relatives, family members or domestic partners of Councilmembers will not be eligible to serve on City advisory boards. Members of the family of a City employee who works in a department, that provides staff assistance or support to an advisory board, shall not be eligible to serve on that board.

8.03 Non-Discrimination. The Council shall not discriminate on the basis of an applicant's race, ethnic background, creed, age*, sex, marital status, sexual orientation, or sensory or physical handicap in the making of appointments.

*City council has made age a qualification for specific seats on certain advisory bodies.

8.04 Concurrent Offices. At no time shall any person serve concurrently as a member of more than one of the above listed City Boards.

8.05 Terms. Appointments shall be made for four-year terms, unless otherwise provided by statute or Kirkland Municipal Code. Terms shall expire on the 31st of March of the applicable year. A member being appointed to fill a vacant position shall be appointed to fill the vacancy for the remainder of the unexpired term.

8.06 Term Limitations. No individual shall serve more than two full four-year terms as a member of a City of Kirkland appointed advisory board; provided, if an individual is appointed to fill 365 days or less of an unexpired term and serves that term, the individual is eligible to apply for and serve two additional four-year terms. If an individual is appointed to fill 366 days or more of an unexpired term and serves that term, the individual would be eligible to apply for and serve for only one additional four-year term.

8.07 Attendance. Appointees shall attend 80 percent of all meetings in any 12-month period for which there is no prearranged absence, but in any case shall attend no less than 60 percent of all meetings unless waived by the City Council.

8.08 Appointment/Reappointment. An open competitive process will be used to fill vacancies. City Council will initiate an open and competitive application process and solicit applicants for the position(s). All advisory board members completing their term who are interested in and eligible for reappointment may be reappointed by the City Council for a second term without an open competitive process.

8.09 Criteria for Reappointment. Information will be sought from the Board/Committee Chairs and the City Manager (or appropriate staff) when considering reappointments. Reappointments are based on the following criteria:

Minimum performance – attendance, incumbent reads the materials, has a basic understanding of the issues and participates in discussion.

Performance – has well-thought-out arguments, logically presented, and is a good advocate. Shows ability to analyze complex issues and to judge issues on substantive grounds. Understands difference between quasi-judicial and legislative matters.

Personal relations – has good understanding of relative roles of Council, Commissioners and staff and is sensitive to staff's job. Is generally respectful of others' viewpoints. Is a good team player, shows willingness to compromise, work toward a solution, without sacrificing his/her own principles.

Growth/improvement – has shown personal and/or intellectual growth in the position. Has shown improved performance, has taken advantage of continuing education opportunities or other indicia of growth or improvement.

Public benefit – reappointment provides a benefit to the commission as a body; provides or enhances balance on the commission geographically and/or philosophically.

8.10 Reappointment Process. Prior to the beginning of the open competitive process, an ad hoc committee of the Council will be chosen, by lot, to review and recommend incumbents for a second term. The recommendations will be based upon past performance and made in consultation with the appropriate Board or Commission chair for presentation to the City Council at the next regular meeting.

8.11 Application Process. Openings for advisory board positions shall be widely advertised in local newspapers, as well as other means available and appropriate for this purpose. Applicants shall be required to complete a City application form provided for this purpose, and to submit a completed application by the specified recruitment deadline. Late applications will not be accepted; however, the City Council may choose to extend an application deadline, if necessary, to obtain a sufficient number of applicants for consideration. Copies of all applications will be provided to the City Council.

8.12 Appointment Process. Upon receipt of applications, the Council will review the applications and reduce the number of applicants for interview to three applicants for each vacancy. For example, if there were one vacancy on a board or commission, the Council would reduce the pool of applicants to be considered to three. If there were two vacancies, the Council would reduce the pool of applicants to be considered to six. In cases where the number of applicants for interview require a reduction from the number that have applied, the ad hoc committee of the Council will recommend to the entire Council those to be interviewed for each board or commission and those recommended not to be interviewed.

Interviews of applicants shall be conducted in open session. The chairperson of the respective advisory board (or a representative) will also be invited to attend the interviews, and may participate in the process to the degree desired by the Council. Upon completion of the interviews, the Council shall, in open session, make its reappointments of incumbents and appointments of new members and may designate alternates that could be considered for appointment in the event of a vacancy occurring within six months of the appointment through resignation or removal. Following appointment, the appointee and alternates, as well as all other candidates, will be notified in writing of the Council's decision.

8.13 Criteria for Removal. Failure to continue to meet the criteria for reappointment to boards and commissions and the attendance standard set forth above is cause for the removal of a member of a board or commission by a majority vote of the Council.

8.14 Open Government Training Requirement. Within 90 days of assuming their positions, all members of boards and commissions appointed by the City Council must receive the training required by the Open Government Trainings Act regarding the Open Public Meetings Act.



CITY OF KIRKLAND
PLANNING AND BUILDING DEPARTMENT
123 FIFTH AVENUE, KIRKLAND, WA 98033
425.587.3225 - www.kirklandwa.gov

MEMORANDUM

DATE: August 20, 2015

TO: Kurt Triplett

FROM: Deb Powers, Urban Forester
Paul Stewart, Planning & Building Deputy Director
Jim Lopez, Human Resources Director

SUBJECT: 2015 CROSS KIRKLAND CORRIDOR ECO-CHARRETTE EVENT

RECOMMENDATION

The City Council receive a presentation on the Cross Kirkland Corridor (CKC) Eco-Charrette and authorize staff to evaluate sustainability certification programs for the CKC. Staff will report back to the City Council with a recommendation for appropriate certification programs.

BACKGROUND

In November 2013, the City's Green Team reported to the City Council that it was looking for opportunities to certify the CKC using environmental metrics (Attachment 1). Numerous certification programs were examined; however the Green Team and the CKC Service Team agreed there was a need to have a better understanding of how "sustainable" and "resilient" apply to the CKC; and how best to define a "green" corridor.

To accomplish this, the Green Team hosted an eco-charrette, an interactive workshop focused on developing environmental strategies to supplement the adopted CKC Master Plan. The purpose of the event was to

- Further define CKC Master Plan Goal 03 to "Foster a Green Kirkland."
- Engage experts representing a range of environmental disciplines to explore opportunities towards the "greenest" corridor.
- Identify green strategies and environmental themes for the corridor as a whole, as well as specific corridor segments where applicable.
- Develop concepts to inform future design guidelines, projects and potential eco-certifications.

The event was planned and facilitated by Ryan Orth from the consulting firm EnviroIssues and held in late May, 2015 at the Kirkland Justice Center. A variety of participants were selected to provide a unique and specialized perspective. City staff presented relevant background information, facilitated break-out discussions and served as technical resources.

The eco-charrette process and outcomes are described in the Event Summary document (Attachment 2). As would be expected, most ideas involved transportation, water and energy; however the broad range of other concepts and the connections between each are significant outcomes of the event.

One of the goals of the event was to develop selection criteria for potential CKC certification programs. The selection process is incomplete, however staff has considered the following certification programs:

- [International Living Futures Institute \(ILFI\) Living Community Challenge](#)
- [Salmon-Safe for Green Infrastructure](#)
- [Sustainable Sites Initiative v2](#)
- [Envision](#) (Institute for Sustainable Infrastructure)

Each of these certifications establish high performance standards or benchmarks that a project is then evaluated by, to determine if it meets or exceeds the prescribed standards. An overview of each of these programs is provided in Attachment 3.

NEXT STEPS

The Green Team and CKC Service Team are excited about the opportunities to implement the ideas resulting from the eco-charrette. Aside from credentialing the CKC, the eco-charrette results alone provide a new lens in which to look at City programs, future capital and other projects, policy development, funding and other initiatives.

For example, the CKC Master Plan is the basis from which related goals and policies will need to be developed; the charrette outcomes provide a "sustainability lens" to develop them. Having a sustainability lens in place benefits CKC Master Plan implementation. Additionally, it was suggested that the Eco-Charrette Event Summary be further developed to function as a "Sustainability Addendum" to the Master Plan.

Other opportunities in which to incorporate the eco-charrette's social, educational, cultural and environmental elements include the development of CKC Design Guidelines, Maintenance and Operations Procedures for the Interim Trail, and the CKC Arts Integration Plan. The potential to use the CKC for reclaimed water and

fiber optics conveyance are unique opportunities to incorporate sustainability elements into future city functions, projects and programs.

And finally, the eco-charrette results could provide the basis for Kirkland to develop a '**Sustainability Rating Index**' for capital projects, similar to other municipalities.

The CKC Service Team and Green Teams will continue to coordinate efforts, keeping the City Council apprised of relevant activities through upcoming CKC Update presentations. With City Council direction, staff can proceed with the evaluation and selection of sustainable certification programs that are aligned with eco-charrette outcomes.

Attachment 1 – November 19, 2013 Staff Memo

Attachment 2 – CKC Eco-Charrette Event Summary

Attachment 3 – CKC Certification Program Overview

cc: Scott Guter
Jeremy McMahan
Kari Page
David Barnes
Jenny Gaus
David Godfrey
Katie Cava
Ray Steiger
Brad McGuirt, Berger Partnership
Ryan Orth, EnviroIssues



CITY OF KIRKLAND
Planning and Community Development Department
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Kirkland Green Team
Jim Lopez, Green Team, Chair
David Barnes, Green Team, Co-Chair

Date: November 7, 2013

Subject: Green Team Presentation to City Council

RECOMMENDATION

Council receives a presentation from the City's Green Team and provide direction as appropriate, to implement the Council's Environment Goal. The presentation will explain who we are, what we are doing and how our work continues to support the City Council's environmental goals and enhance a healthy, sustainable natural environment in Kirkland.

BACKGROUND DISCUSSION

Mission Statement: *Kirkland's Green Team is an inter-departmental team charged with coordinating the City's activities related to environmental stewardship and sustainability policies and practices.*

The Green Team is committed to working internally, within the Kirkland community, and regionally to be proactive problem-solvers for common issues that impact our streams and wetlands, climate and natural resources as they have a direct bearing on a successful economy and the quality of life in Kirkland.

History and Role: In 2000, the Natural Resources Management Team was formed to draft the City's [Natural Resource Management Plan](#). In 2005, in response to the Council signing the U.S. Mayor's Climate Protection Agreement, a staff team was formed to develop a Climate Action Plan. Both of these plans were adopted by the City Council. These two groups merged in 2007 and together with members of the green building team to become the official Green Team.

In order to articulate the key policy and service priorities for Kirkland, the Kirkland City Council developed its operational values and goals. As one out of ten City Council goals, the 'Environment' fell under the Green Team's mission to measure, monitor and report

on. Some ways in which a healthy environment is measured in Kirkland includes greenhouse gas emissions, waste reduction and natural habitat improvements.

We are committed to the protection of the natural environment through an integrated natural resource management system.

Goal: to protect and enhance our natural environment for current residents and future generations.

The Green Team raises staff awareness and promotes participation in sustainable initiatives, and serves as a technical advisory panel to the City Council on environmental issues. Internal recycling and waste reduction efforts have saved the City over \$35,000 in avoided waste disposal costs, due in part to the efforts of the Green Team Ambassadors. A recent example of the Green Team's role as technical advisors is with the Go Green 13 Mayor Panelist Presentation in which Green Team members helped prepare the Mayor for a panel and provided information about Kirkland's leadership on sustainability.

Accomplishments: The list of Green Team accomplishments includes the Natural Resource Management Plan (2003), the [Climate Protection Action Plan](#) (adopted 2009), the Green Codes Updates to the Zoning Code (2011), and providing the Environmental performance measure data that is included on page 22 of [Kirkland's Annual Performance Report](#) (since 2009). Collectively, these documents set a course for increased sustainability and environmental stewardship for current and future generations.

Ongoing public education for the City's sustainability issues is achieved through the City's Green Kirkland webpage; Reuse, Recycle, Conserve, a newsletter mailed to residents (biannually) and businesses (annually) and Green E-Updates, a community email news subscription on everything green.

Current Major Projects: The Green Team has decided to focus on three major projects at a time. The following list describes the current projects underway.

Green Power Challenge – Earlier this year, the City signed up for the Puget Sound Energy driven campaign, *Take Charge, Green Power Challenge*, to get more citizens to purchase green power. This can help City win \$20,000 to help offset the cost to purchase solar panels for the Public Safety Building. There are two parts to the challenge as described below:

I. Kirkland's Challenge

At the beginning of 2013, over 1,500 Kirkland citizens were already participants of PSE's Green Power program, with a goal to recruit 400 more Kirkland households and businesses by December 31st. Kirkland met that challenge earlier than the deadline and actually exceeded it with 700 new participants at the end of October 2013. Meeting that goal has earned Kirkland \$20,000 for a solar array to be installed at the new Public Safety building.

II. Inter-city Challenge

The Green Power Challenge is also a competition among five cities. Kirkland is competing with Snoqualmie, Anacortes, Tumwater, and Bainbridge Island to enroll the highest percentage of new participants from available accounts. If Kirkland out-competes the other cities in the Inter-city Challenge, the City will earn another \$20,000, for a total of \$40,000! Most importantly, Kirkland will earn bragging rights as the greenest town in Puget Sound! Although we have far exceeded the number of new enrollments in comparison to other cities, because the goal is based on the size of the city and we are the largest competing city, we are in fourth place among the five participating cities.

Sustainable Works – Sustainable Works is an energy efficiency program and non-profit general contractor funded through the State of Washington. Sustainable Works' mission is to help Washington residents save energy and reduce their carbon footprint while creating quality jobs. In the past 3.5 years Sustainable Works has inspected 3000 homes, weatherized 800 homes, saved homeowners \$500,000 in energy costs, and created more than 350 living wage jobs. Sustainable Works program is designed to remove barriers that keep homeowners from making their homes more energy efficient. This includes providing a subsidized \$95 home energy assessment (a \$400 value), access to low-interest financing and project and utility incentive coordination.

Earlier this year, Sustainable Works engaged the Green Team and Kirkland Chamber of Commerce to promote energy efficiency and economic development in the City. The Kirkland Home Energy Audit and Retrofit campaign within the City limits kicked off at Heritage Hall on November 12, 2013. The goal for Kirkland's campaign is to perform a minimum of 140 energy audits on a minimum of homes and 70 whole retrofit those homes to save the owner money and reduce their energy consumption.

Cross Kirkland Corridor (CKC) – The Green Team has provided assistance in the visioning process and promotion of the trail as the "greenest in America." The Green Team met with Project Manager David Godfrey and is looking for opportunities to certify the CKC using metrics similar to the International Living Future Institute's [Living Building Challenge](#). As of yet, there is not a trail that has been certified, but we hope to be the first.

Local and Regional Leadership: The [City of Kirkland City Council Goals](#) and operational values guide the City's ability to make progress toward its achievements. These values consist of regional partnerships, efficiency, accountability, and community involvement. In following these values, Green Team members' fields of expertise often result in moving sustainability initiatives forward here in Kirkland. In addition, their regional partnerships and collaborative associations often lead to achievements and representation on a much broader scale. Examples of this include:

A highly successful recycling program - Kirkland continues to have the highest solid waste diversion rate in King County due to its innovative and readily-accessible recycling programs. This includes biannual recycling collection events and the new Used Cooking Oil Recycling Station.

Widespread public involvement in environmental stewardship – The [Green Kirkland Partnership](#) program enlists volunteers in stewardship efforts to restore declining forested parks in the City. In 2012 alone, over two thousand volunteers participated in clearing natural areas of invasive weeds and replanting over five thousand native plants.

Green Building Codes/Program – under the leadership of the Green Building Team, Kirkland launched its pilot Green Building Program on Jan. 1, 2008 and adopted the first Green codes in 2011. Green Codes promote electric cars and their infrastructure, solar panels, energy efficiency; allows clustering of houses and give density credits for use of Low Impact stormwater facilities. The City is one of the first in the State of Washington to use Green Codes, which have been successful and well used.

Proactive urban forest management – The City conducted a comprehensive [Tree Canopy Assessment](#) (2011) to better understand its urban forest asset and to determine the effectiveness of the City's tree ordinance. To provide a sustainable framework for efficient and consistent management of the asset, the City adopted a [Strategic Management Plan](#) in 2013 to optimize the benefits resulting from a healthy, sustainable urban forest.

Green Business Program – The City recognizes the efforts of businesses in Kirkland to employ sustainable business practices. Qualified businesses receive a program logo window cling, an electronic file that can be used for corporate printed materials, and a listing on the participant recognition webpage.

Rooftop Solar Challenge II Grant Award -

The Rooftop Solar Challenge II empowers teams to make it easier and more affordable for Americans to go solar through support for streamlining permit processes, updating planning and zoning codes, improving standards for connecting solar power to the electric grid, and increasing access to financing. Eight local, state, regional and national teams will clear a path for rapid expansion of solar energy and serve as models for other communities across the nation. The Rooftop Solar Challenge II is part of the [SunShot Initiative](#), which strives to make solar energy fully cost-competitive with other forms of energy by the end of the decade. Kirkland is one of the local grant awardees. More information about the grant and the national participants can be found at <http://www.eere.energy.gov/solarchallenge/>.

Future: Discussions regarding a 'Green Team Endorsement' or 'Project Check-in' process were initiated at our latest monthly meeting. In a consultative capacity, the Green Team (GT) would conduct thorough reviews of projects based on specific sustainability criteria, provide feedback and examples; help to identify resources and stakeholders, etc. This review would result in a GT 'green seal of approval.' The GT would need to develop administrative procedures and communication strategies for this process.

cc: Green Team

◀CROSSKIRKLAND> CORRIDOR *ECO-CHARRETTE*

Event Summary

Eco-charrette [*ee-koh shuh-ret*]

noun:

1. Having ecological or environmental connotation
2. French for cart or chariot
3. Facilitated creative process to build consensus, plan for projects and generate creative ideas. The term evolved into the current design-related usage in conjunction with working right up until a deadline.



Kirkland Green Team



enviroissues

Overview

On May 28, 2015, the City of Kirkland's Green Team hosted an interactive workshop, or "eco-charrette," to explore the ecological opportunities within the Cross Kirkland Corridor (CKC).

Experts in transportation policy, recreation, storm water management, landscape architecture, climate and energy, urban agriculture, urban fish and wildlife, development and construction, urban forestry and vegetation, environmental education, and representatives of eco-certification programs actively participated.

The event exercises were planned to consider the specific conditions within the corridor and how the CKC can provide a variety of environmental, social and economic benefits to the community and the region. The event was facilitated by EnviroIssues.

Purpose of the CKC Eco-Charrette

-Build upon the CKC Master Plan, further defining Goal 03 to "Foster a Green Kirkland"

-Engage experts from a variety of environmental disciplines to explore opportunities towards the "greenest" corridor

-Identify strategies and environmental themes for the corridor as a whole, as well as specific corridor segments where applicable

-Develop concepts to inform future design guidelines, projects and potential eco-certifications

This summary document captures the event proceedings and results and the description of the process used to identify and prioritize ideas from both individual and group exercises.

Participants

These experts generously contributed their time to identify the current and potential opportunities in the natural, built and social environment within and adjacent to the CKC:

Participant	Affiliation	Expertise
Ellen Southard	Salmon-Safe, Inc.	Eco-certification (Salmon-Safe)
Allison Capen	International Living Future Institute	Eco-certification (ILFI)
John Peters	GeoEngineers, Inc.	Eco-certification (Envision)
Peg Staeheli	SvR Design Company	Landscape Arch./Storm Water
Bob Becker	Becker Architects	Architect/Land Use
Deb Eddy	Eastside Rail Corridor Regional Advisory Council	Transportation Policy
Justus Stewart	O'Brien and Company	Development/Construction
Kelly Hall	NW Energy Coalition	Sustainable Energy
Jacque Klug	King County Wastewater, Resource Recovery	Recycled Water
Jenn Leach	Seattle Tilth	Urban Agriculture
Sara Hemphill	King County Conservation District	Sustainability
Patti Southard	King County, Solid Waste Division GreenTools	Sustainability
Jeff Akers	Cascade Bicycle Club	Human Health/Recreation
McKayla Dunfey	Cascade Bicycle Club	Human Health/Recreation
Becca Fong	Seattle Tilth	Urban Agriculture
Bill Way	Watershed Company	Wildlife Habitat/Wetlands
Brad McGuirt	Berger Partnership	CKC Master Plan

Event Opening

Kirkland City Manager Kurt Triplett and Green Team Co-Chair James Lopez provided opening remarks, emphasizing the City's vision for the CKC as a "world class, world-famous example of sustainability and livability." Both conveyed the City's commitment to sustainable policies and projects; asking participants to further develop this commitment with the CKC.

CKC "Virtual Tour"

City staff member Kari Page and Berger Partnership's Brad McGuirt delivered a presentation on the CKC, including its history, geographic setting and boundaries, and existing corridor characteristics. The "tour" revealed CKC's environmental, urban planning and cultural aspects, including hydrologic features; tree canopy cover; view points; the network of connecting streets, trails, bike lanes, transit routes and pedestrian corridors; and the network of nearby cultural landmarks including parks, schools, cultural venues and retail/commercial property.

The tour included an overview of the Berger Partnership's development of the CKC Master Plan: the Plan is organized around nine "character zones" representing a varying balance of natural and urban features throughout the corridor. The Plan illustrates development of the CKC in several phases: as an interim trail, near-term features and a long-term vision as a possible high capacity transit corridor. Background information also included public input gathered through the CKC Master Planning process and Comprehensive Plan Open House events. In addition, staff referenced several eco-certification programs that had been researched by the City's Green Team.



Figure 1. Cross Kirkland Corridor project area and character zones defined through the CKC Master Plan process.

In a preliminary polling exercise, participants identified the CKC issues they anticipated would be addressed through the eco-charrette:

- Creating a meaningful process, focus on users and the story of place
- Use by and support for cyclists, including local and regional connections
- Local food system integration, building in edible resources
- Regeneration-what does the area need to heal?
- Stream and watershed protection and connection
- Rezoning and private property rights
- Social behavior, social engineering, transient camps, etc.
- Economic redevelopment, green economy
- Clean energy within the corridor
- Trail connections
- North-south scalability
- Community in terms of scale
- Equitable access, views vs. tree canopy
- Invasive [weed] free

Eco-Opportunities

The interactive portion of the event used individual, small group, and full group exercises to identify and prioritize sustainability opportunities in the corridor. The scope of opportunities was not constrained in an effort to rely on practitioners' expertise and to encourage innovative and interdisciplinary thinking. The process was carried out in several steps:

1. A "systems diagram" was created in the front of the room to represent the natural, built and social elements relating to the CKC. These categories helped to represent the diversity of issues, to show connections between them and to inspire innovative ideas. Participants discussed, added to and connected the diagram throughout the day.
2. Individual participants were asked to conceptualize and record opportunities for a "greener" CKC, while select City staff assisted as resources. Individual participants were then asked to choose their top five opportunities.
3. Small groups assembled, each balanced with participants from different backgrounds. Staff facilitated the discussion as each small group worked to reach a consensus on the groups' top green opportunities, which were then affixed to a respective "eco-category" in the front of the room.
4. A representative from each small group explained their priorities to the full group of participants while staff adjusted the diagram and consolidated duplicate ideas.
5. All participants engaged in a voting exercise to identify the top 10 eco-opportunities across the CKC and shared final observations about their collective priorities.



Discussion Themes



Several themes emerged from the small group and plenary sessions. For purposes of organization, this summary uses general categories to break the opportunities across basic environmental components, including natural, built and social/cultural environments. However, it is important to recognize that the design of the charrette and interests of attendees was such that many of the opportunities address multiple objectives and interconnections between these systems. In addition, participants noted that while their opportunities may not have always explicitly described traditionally “green” activities, in many cases these were assumed, for example the use of low-impact materials and practices, etc.

Most opportunities resulting from the small group exercise centered around transportation, water and energy; with fewer opportunities on local history and culture, urban agriculture, soils and vegetation and economic development. Figure 2 shows the opportunity categories.

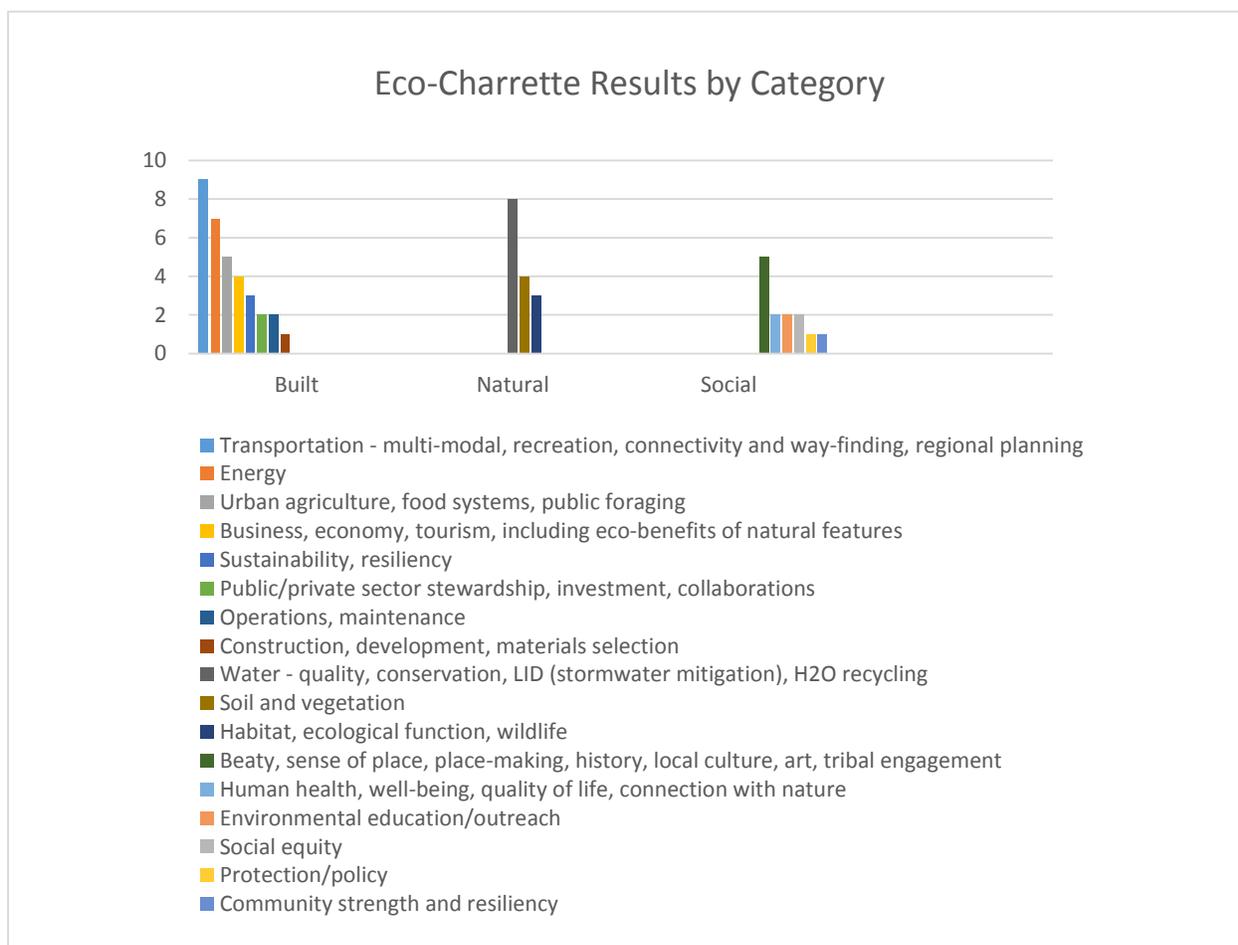


Figure 2. Opportunities shown by category and the number of individual

Additional minor topics rounded-out the results from the small group work. Most of these were applicable across the CKC project area, with fewer ideas tied to a specific location. Overall, the range of ideas generated by the group reflected a broad applicability of “sustainability” and a high level of connectivity between topics. A complete summary of these opportunities is included in Appendix A.

Top Opportunities for a Sustainable, Resilient CKC

Participants “voted” on the ideas that they felt would do the most to promote the CKC as a leading example in sustainable development. These are presented in order of importance from high to low:

1. **City functions as collaborator.** Provide leadership in sustainable development through holistic planning, design and construction, and use of best practices. The City can foster public-private-community collaboration and leverage local, state and federal resources. *Participant quote: "Show a better way through holistic planning, design, construction."*
2. **Storytelling/cultural historic interpretation.** Include interpretive elements that reflect the corridor’s cultural history and local stories.
3. **Tribal engagement.** Collaborate with tribes on opportunities to restore the landscape and share prior settlement history and traditions through storytelling and interpretation.
4. **Eco-certification.** Use certification to demonstrate environmental integrity, establish performance measures and to promote the corridor. An opportunity to learn and coordinate with King County and Sound Transit, who have adopted certification policies. *Participant quote: "Certification...demonstrates leadership, establishes metrics and informs, promotes green/sustainable development."*
5. **Connect east-west communities.** Develop east-west linkages that extend the pathways further into the City and provide connected green corridors for people, fish and wildlife. Specific opportunities include Watershed Park to Yarrow Bay (and Lake Washington Blvd.) via Cochran Springs Creek Corridor, as well as Forbes Lake to Lake Washington at the mouth of Forbes Creek.
6. **“Net zero” standards.** Establish standards that strive for water reuse and energy self-generation, and minimize or eliminate the use of pesticides/herbicides, etc. *Participant quote: "Use Corridor as an opportunity to harness energy!"*
7. **Emphasize pedestrian and cyclist priority.** Use of traffic calming measures that place pedestrian and cyclist use as the highest priority.
8. **Equitable multi-modal connector.** Include resources to make use of the trail an easier option for all ages and abilities including railings, restrooms, and benches and sitting areas.
9. **Watershed and stream protection/restoration.** Protect and restore functional habitat for foundational and facilitator species, with emphasis on salmon and riparian areas. Reconnect wetlands and hydrology for habitat and water quality benefits, including use of LID and trailside ditch reconstruction. *Participant quote: "Must have multi-jurisdictional buy-in to exceed [existing stream] standards"*
10. **Trail-oriented development.** Encourage greater housing density, local food and retail businesses and community spaces to activate the trail, as well as connections between existing adjacent gathering spaces, schools and neighborhoods. Create specific guidelines/standards and an overlay zone for development adjacent to the trail addressing low-impact development practices, water retention, energy, access, orientation, and landmark structures.

Final Thoughts...

In closing, charrette participants shared final observations, reflecting on the opportunities they'd identified, and offered several considerations to emphasize and frame their priorities:

- CKC provides prime opportunity for City to partner with Kirkland's private sector.
- Improve connectivity beyond the physical boundaries of the corridor. Consider social, wildlife, watershed, and jurisdictional connectivity. *Participant quote: "East-west corridors could be designed to pass fish, wildlife, and humans [for] volunteerism and school involvement."*
- When implementing ideas, consider pilot projects and find multi-objective opportunities. Also, some opportunities will emerge after the fact through observed uses. For example, observe how the corridor is used by people with different cultural backgrounds and provide a home country experience (e.g. foraging). Ongoing check-ins, monitoring and adaptive management strategies should occur.
- "Green" is the wrong term to describe priorities. Many of them have strong social elements, so they are not traditionally "environmental." However, environmental elements are incorporated into many ideas. Overall, there is a good balance in the priorities, representing the top sustainability categories. *Participant quote: "The top concepts do not necessarily offset the basic sustainable principals...as a collective, we tried to think beyond the standard 'green' topics."*
- There is a clear need to engage under-represented communities. CKC should focus on equity in outcomes and benefits and consider what is best for all people.

Next Steps

After the event, workshop materials were transcribed, compiled and presented to the Eco-Charrette planning committee, the CKC Service Team, and the Green Team. The internal feedback was incorporated into a summary document drafted by EnviroIssues consulting firm. The consensus amongst staff is that the event outcomes, meant to build upon the CKC Master Plan, translate how resiliency and sustainability concepts relate not only to the Cross Kirkland Corridor but to all city projects.

By aligning the Top Ten Opportunities for a sustainable, resilient CKC with the Master Plan and the community's vision for the corridor, the Green Team and CKC Service Team will be able to evaluate and recommend a certification program. The social, educational and cultural aspects may help to inform the development of the CKC Arts Integration Plan, and the City may want to use the data for the development of a '**Sustainability Rating Index**' for capital projects or other sustainability initiatives.

The eco-charrette results provide guidance for decisions related to future projects, policy development, funding and other actions regarding the CKC. A current example of Top Opportunity #1 (City as Collaborator) is the public-private-community collaboration with Google. A potential application of Top Opportunity #5 is to incentivize native and edible landscape/pollinator east-west corridors. Utilizing the CKC for educational events as a "**living classroom**" to highlight sustainability efforts should continue to be a central component of future initiatives and opportunities.

Participant quote: "Thanks for getting a spectrum of organizations together for this discussion!"

Appendix A – Specific Green Opportunities from Facilitated Small Group Exercises

Theme	Opportunity	Specific CKC location?
Transportation – multi-modal, recreation, connectivity and wayfinding, regional planning	Connect neighborhoods, schools, public areas. Safe, accessible, prioritize areas Regional transportation network (pedestrian) signage/way-finding along corridor but also signage in city TO corridor.	
	Connect communities. Expand connections east/west that are being on CKC and wider (buffer). Wayfinding –green/pathways to corridors off CKC	
	Wayfinding – how to get to CKC to different places. Parking. Popular and easily recognized locations	
	Traffic calming (curb bulbs, speed bumps). Focus on schools, at grade crossing. Prioritize trail (peds/bikes) and de-prioritize cars.	
	Show light rail and how it will work along CKC	
	Develop east-west trail linkages. For example, Watershed Park could connect to Yarrow Bay (and Lake WA Blvd) via Cochran Springs Creek Corridor. This would bring in Yarrow Office Point folks like Paccar into a public-private partnership. Ditto for Forbes Lake to Lake WA at mouth of Forbes Creek. Corridors could be designed to pass fish, wildlife, and humans, including volunteerism and school involvement. Refer to “Kirkland Streams: Opportunities and Constraints” study by the Watershed Company.	
	[Creation of] habitat corridors to connect green spaces, streams, creeks, lake	
	Reconnect watersheds. Recharge wetlands naturally. Open creeks bridge over Lake WA Blvd the corridor points, or celebrate the creeks by delineating them with surface changes or ID natural materials.	
Water – quality, conservation, LID (stormwater mitigation), H ₂ O recycling	Protect all streams, establish standards for setbacks, viewing areas, adjacent trails, from headlands to lake. Stream daylighting and restoration. Must have multi-jurisdictional buy-in to get standards	Entire corridor
	Green stormwater infrastructure: changing management practices, creating shallower ditches	
	CKC can serve as sustainable water supply for the community and trail through recycled water. Example: create a water feature in a public place/space (e.g.: wading stream) that aligns with CKC sustainability vision.	Park, public space along/near trail
	Integrate surface water/stormwater into design and experience of corridor, not as fenced off elements. Promote understanding and stewardship (of water resource).	
	Support community resilience (i.e.: “urban agriculture”) through varied integration of water infrastructure (capture & infiltration) to help with stormwater issues, become a resource for community water capture.	
	Stream restoration, day-lighting.	Everest and Forbes Creeks to start.
	Restore hydraulic/ecological function and increase safety by reconstructing ditches parallel to trail. Ditches too deep for hydraulic requirements and have unnecessarily de-watered both sides of trail. Use occasional rock weirs to store sediment and water in	Where ever ditches parallel trail

Theme	Opportunity	Specific CKC location?
	ditches. This will result in less runoff, more infiltration, more bio filtration, more evapotranspiration, and enhance/restore wetlands.	
	Local restaurant adopt-a-plot program to grow food for restaurants. Businesses/volunteers tend plots in exchange for restaurant credit/PR.	
Energy	Use corridor as opportunity to harness energy! For example, capturing heat from forced main in local areas (eco-districting), solar and food production all harnessed energy	
	Put solar panels up along the trail, pair w/ educational descriptions of the benefits of renewable energy and ways people can make their energy cleaner. Has dual benefit of cleaning up Kirkland's energy as well as advertising renewables. The #1 main reason people go solar is because their neighbor did!	
	Business engagement to go renewable along CKC. If businesses along CKC go green, customers will associate business w/ sustainability and be more inclined to go green themselves.	
	Support resilience and equity in the community by accessing "extra" solar resources for community needs.	
	Renewable energy artwork through a community contest; get the community involved to create artwork displaying renewable energy.	
	Distribute solar from businesses and trail to support community energy needs.	Solar from industrial buildings?
	Establish net-zero energy standards for any facility built with CKC	
Beauty, sense of place, place-making, history, local culture, art, tribal engagement (5)	Artwork to support community goals including renewable energy (through a contest?), progress & stewardship in real time (various stages of restoration), accessibility to all – visual/auditory/tactile experiences, biophilic integration. Wayfinding, connection and culture – ¼ mile markers, 1% for art	All along CKC
	Cultural retention, story-telling. Celebrate/share history of area/users/past inhabitants. Multi-generations. Gathering stories/meaning from residents/users along stretches of trail. Non-traditional stories.	Using backs of buildings for art
	Work with King County Historic Preservation on interpretive signage, use Cedar River watershed as model.	West Totem Lake area
	Art competition for wayfinding from north to south ends. Art pieces could be placed ¼ mile, needing 20 pieces. Salmon swimming, birds, etc.	
	Work with Tulalip tribe to establish connectivity issues, fish spawning, etc. and promote graphics to illustrate water, rain, and fish relationships. Build Tulalip education shelter, video/handouts (on?) tribe members	Entire corridor
Urban agriculture, public foraging, food systems	Foraging zones along corridor – plant edible plants, revitalize existing ones (fruit trees), engage groups for stewardship – schools, neighborhood associations, etc. address local hunger by creating cultivation/donation program with local food support orgs.	
	Create a café culture w/ food trucks for seasonal (?) or food deserts along the corridor	

Theme	Opportunity	Specific CKC location?
	Community food production areas adjacent to schools. Partner with community/neighborhood residents, local food organizations, local food banks, etc. to steward these areas – connect with homeless service centers.	Adjacent to schools ... (?)
	Engage youth students through schools in the commitment to enhancing soil and water – sustainable human beings/stewards	
	Plant for desired density (don't overplant), create demo landscape projects.	
Soil & vegetation	Present dead zone needs to be restored. Highly visible location. Barren soil need replacing; native plants should be planted but not densely. Upslope neighbors and trail users should not have to look at industrial building side. Eventual mature stand of trees and shrubs should frame view, not obstruct it. Demonstration project?	West side of CKC just north of NE 87 th Street
	Invasive-free Kirkland!	
	Use trail to demonstrate that Best Available Science (BAS) for upland forest areas should be used to address challenges in the altered environment when working with. BAS to guide policy development.	
	Invite private landowners (commercial/residential) to actively participate in the planning/implementation of protecting and enhancing natural resources (soil, water quality/quantity, tree canopy, and climate).	
Business, economy, tourism, including eco-benefits of natural features (4)	Connect local food/retail businesses with neighborhoods, schools, community places that people gather to the trail system. So they combine active living activities. Use food carts in areas where there may be "food deserts." Leverage food that could be grown on the corridor.	Near schools, retail corridors
	Trail-oriented development for business. How to move from trail to business? City work to bring business, development, increased density housing to the trail corridor (function more than just passing through). Overlay zone, design standards for new development important! Place-making = sitting, play, eat, relax, shop. Establish cultural nodes	Places to stop, hang, relax, enjoy
	Develop a business association among corridor-facing businesses, more marketing & media resources like maps and event promotion. Passport program?	Throughout
	Economic return on ecosystem benefits. Example: carbon offsets, WQ partnership (?).	
Sustainability, resiliency (3)	Certification is important! Demonstrates leadership, establishes metrics, informs, promotes green/sustainable development	
	Use LLC or Salmon Safe as rating system, eliminate the other 3. SS and LLC are based in PNW and will support local living economy. Continuity between certifications; these are used by King Co Green Building	
Habitat, ecological function, wildlife (3)	Certifications – Salmon Safe. Share certification process/accomplishments with public Integrate a connection of habitat and species into the goals of the trail and the story you tell. Salmon Safe can also be used as an urban ag rating and implemented beyond the corridor. SS also reflects our indicator species and will resonate with tribes	Entire corridor
	Enhance ecology through support of key foundational and facilitator species.	
	Habitat corridors such as for pollinators, option to expand into adjacent properties.	

Theme	Opportunity	Specific CKC location?
Human health, well-being, quality of life, connection with nature	Connect children w/ nature through purposeful integration of interactive, messy, uncontrolled places. Use biophilia concept.	
Environmental education/outreach	Approach/invite tribes to the planning and guidance of programs that protect and enhance corridor. Bio-blitz – events that get people on to trail to monitor/experience/learn about nature; create opportunities for children to engage w/ nature and explore.	
	Demonstrate/interpret/show progress of environmental stewardship at various stages as a way to show restoration in real time. This is to address that environmental stewardship doesn't have easily recognizable payoffs.	Contrast areas of forest to be restored, in restoration, then as functional habitat
Operations, maintenance	Net zero – all the operational stuff (water, energy, pesticide, herbicide, etc. Update infrastructure. Equitable multi-modal connector. Resources to make bike/walk/run easier option for all ages and abilities. Railings, restrooms, benches, sitting areas, fountains; as many access points, shuttles, taxis, way-finding as possible. Promote health & wellbeing (for youth).	
Public/private sector stewardship, investment, collaborations (2)	City as collaborator for all interests: incubator, breakdown regional silos, engage universities, bring in federal, state, local resources, construction best practices charrette (contractors, suppliers, inspectors), show a better way through holistic planning, design, construction. City as collaborator for community, private, public interests. Collaborate between jurisdictions for highest return on investment	
Community strength & resiliency	CKC is prime opportunity to create community in Kirkland!	
Social equity	Connect adjacent communities through biophilia and fully accessible experiences (visual, auditory).	
Construction, development, materials selection (1)	Guidelines/standards for development near trail and overlay zone, for new buildings by trail, mitigation for demo'd buildings, LID, access, orientation, water mitigation/retention, landmark structure retention/mitigation	Potential to expand beyond Kirkland
Protection/policy	Work on evolving notion of "public property right" doctrine to maintain/improve green. Linear corridors are particularly tough to manage from encroachment. Adjoining property owners will push whatever they can get for their own interest. Encroachments include tree cutting, storm drainage systems, access, and 0' building setbacks. Obviously, some actions benefit both parties.	Wherever adjacent property owners

CKC Certification Programs Overview

Organization	Program Info	Elements	Existing Projects	Timeframe	Deliverables	Initial Cost + Renewal	Funding Sources
<p><u>Salmon-Safe</u> <i>Green Infrastructure, Parks & Natural Areas Dual Certification?</i></p>	<p>Development standards that integrate LID site design, focus on salmon habitat & reduction of nonpoint source pollution</p> <p>Provide 3rd-party environmental performance validation</p> <p>Of nation's Top 5 regional eco labels</p> <p>Ellen Southard*, Seattle</p>	<p>See Salmon-Safe Certification Standards</p> <p>Counts toward other cert's (LEED, ILFI, etc.), public credibility/ engagement, enhanced operational efficiency and cost savings.</p> <p>Exceed NPDES req'ments, focuses on habitat/ ecological functions for salmon (what are the gaps?)</p>	<p>Portland Parks, Oly Sculpture Park UW Bothell S Lake Union, etc</p>	<p>Cert valid upon meeting conditions, valid for 5 years</p>	<p>1. Assessment</p> <p>2. Condition Report (informs design, tool for electeds)</p> <p>3. Ad campaign (?) using SS eco-brand</p> <p>4. Monitoring by regional experts</p> <p>1st Salmon Safe Trail in WA state!</p>	<p>\$35-40K for dual funding w/ Parks</p> <p>\$5k to offset cert cost until June 1st (requires agreement letter, regardless of having scheduled an assessment etc.)</p> <p>"Balloon payment option?"</p>	<p>\$5K seed money avail until 6/1/14</p> <p>WRIA-8 grant?</p> <p>Partner w/ Google?</p> <p>Tribal grant?</p>
<p><u>Living Community Challenge</u> <i>Certified Project - Landscape & Infrastructure Typology</i></p>	<p>Cascadia Green Building Council/ International Living Future Institute (ILFI)</p> <p>"Future that is ...ecologically restorative..."</p> <p>Samuel Wright* and Brad Liljequist, Seattle</p>	<p>'Living Status' = fulfill 7 performance areas for site, water, energy, health, materials, equity and beauty ("Petals") under the Landscape and Infrastructure "typology"</p> <p>'Petal Certification' = fulfill 3 or more areas, with at least one of water, energy or materials</p>	<p>McGilvra Park?</p>	<p>Depends on development of cert. Register, Document + Operation (12 mo's), Audit then Cert</p> <p>Version 3.0 rolling out Summer 2014 (new criteria)</p>	<p>1. Media exposure</p> <p>2. Technical assistance (outreach, design charettes)</p> <p>1st 'Living Trail' certification!</p>	<p>\$900 Project registration fee</p> <p>~\$5-7K per Sam Wright. See 'Cert Details'</p> <p>Add'l cost for optional services, ie: \$5K for charrette facilitation</p> <p>\$Flat rate for Full Cert, or \$Fee for Petal recognition + \$ each add'l Petal</p> <p>Fees due @ audit</p>	

Organization	Program Info	Elements	Existing Projects	Timeframe	Deliverables	Initial Cost + Renewal	Funding Sources
<p>Sustainable Sites Initiative (SITES) <i>SITES Certified Project</i></p>	<p>Integrative design process/performance monitoring to meet sustainability guidelines; addresses environmental and social challenges.</p> <p>Jonathan Garner, Program Coordinator</p>	<p>Nations' 1st rating system for sustainable landscape design, construction, maintenance</p> <p>4-star rating system on a 250-point scale.</p> <p>See Guidelines & Performance Benchmarks manual</p> <p>SITES v2 review/certification is under the Green Building Certification Institute (GBCI).</p>	<p>30 Pilot Projects certified under 2009 system.</p> <p>One small park in Kirkland under review.</p>	<p>Sites 2009 Guidelines to be replaced with SITES v2 in 2014.</p> <p>Enroll, achieve 15 prereq's and at least 100 credit points = Certified</p>		<p>Registration fees determined with release of SITES v2.</p>	
<p>Greenroads Rating System <i>Bronze, Silver, Gold, Evergreen</i></p>	<p>"To benefit communities and the environment by recognizing sustainable roadway projects and by promoting sustainability education for transportation infrastructure."</p> <p>Foundation located in Redmond!</p>	<p>Point-based rating system for "sustainable roadway design and construction best practices that encompass water, environment, access, community impact, construction practices and materials."</p>	<p>Meander Ellis Trail Project (Bellingham)</p>	<p>Projects must be operational for min 12 consecutive months prior to evaluation.</p>		<p>"Large projects" involve free initial consult. \$495 for stand-alone registration fee. \$1495 for "A-lined Assessment," \$5K for basic pilot project cert, \$8K for detailed project</p>	

Organization	Program Info	Elements	Existing Projects	Timeframe	Deliverables	Initial Cost + Renewal	Funding Sources
<p>Envision Rating System <i>Bronze, Silver, Gold, Platinum levels</i> <i>(Harvard University Graduate School of Design & Institute for Sustainable Infrastructure)</i></p>	<p>Envision™ infrastructure rating system developed to help designers, builders and owners build and direct infrastructure projects toward increasing levels of sustainability.</p> <p>Envision tools help the project design team:</p> <ul style="list-style-type: none"> - Assess costs and benefits over the project lifecycle. - Evaluate environmental benefits. - Use outcome-based objectives. - Reach higher levels of sustainability achievement 	<p>60 sustainability criteria or credits, divided into 5 sections: Quality of Life, Leadership, Resource Allocation, Natural World, and Climate and Risk.</p> <p>Envision tools help the project design team:</p> <ul style="list-style-type: none"> - Assess costs and benefits over the project lifecycle. - Evaluate environmental benefits. - Use outcome-based objectives. - Reach higher levels of sustainability achievement. 	<p>Line J, Section 1 Pipeline</p> <p>Wm Jack Hernandez Sport Fish Hatchery</p> <p>Snow Creek Stream Environment Zone Restoration</p> <p>South Los Angeles Wetland Park</p> <p>Sun Valley Watershed Project</p>	<p>ISA-credentialed person (ENV SP) guides project team and submits project. Verification by independent 3rd party takes 90 days; Otak has credentialed staff.</p>	<p>Public recognition</p>	<p>Verification costs are per project \$ amount, registration fee = \$1000.</p>	

Notes

- Interim Trail opens January 2015
- Eco-certification may inform/apply to the development of design standards and implementation of the CKC Master Plan
- Eco-certification could apply to the maintenance phase of the interim trail
- Greenroads requirements weights 'Environment & Water' category 24% (more emphasis is put on paved infrastructure)



CITY OF KIRKLAND

Department of Parks & Community Services

505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300

www.kirklandwa.gov

To: Kurt Triplett, City Manager

From: Jennifer Schroder, Director
Michael Cogle, Deputy Director

Date: August 27, 2015

Subject: Recommendation to Formally Name the North Juanita Open Space Tract as Josten Park

RECOMMENDATION:

The Park Board and the Council Parks, Public Works, and Human Services Committee recommend that the City Council adopt the attached resolution formally naming the North Juanita Open Space Tract as Josten Park.

BACKGROUND DISCUSSION:

Over the past two years the Department of Parks and Community Services, including the Park Maintenance Division and Green Kirkland Partnership staff and volunteers, have been working to reclaim the North Juanita Open Space Tract for neighborhood use. Restoration work is ongoing, and installation of a small children's playground is scheduled for this fall.

In keeping with the City's Park Naming Policy (**Attachment A**), the Park Board and Department of Parks and Community Services solicited naming suggestions from the community for the City-owned property. **Attachment B** is a compilation of the correspondence that was received.

The following is a list of the names that were suggested:

- Josten Park
- Brambly Park
- Cavalier
- Cavalier Garden Park
- Cavalier Grove Park
- Cavalier Woods
- Elaine Cummins
- Escuchame or "Schoochy"
- Flowering Plum Park
- Friendship Park
- Generations Park
- Happy Church Park
- Happy Park
- Hidden Park
- Hubbard Play Field
- Juanita Garden Friendship Park
- Juanita Gardens
- Juanita Pocket Park
- Kids Community Park
- Langdon Park

- Neighborhood Park
- North Juanita Open Space Park
- One Acre Park
- Pharaoh Head
- Red Cedar Park
- Restoration Park
- Sather Park
- St. Elk

At their regular meeting in June, the Park Board reviewed the naming suggestions and voted to recommend Josten Park as the preferred name for the open space. The name is in honor of an early pioneering family in the Juanita area who originally owned the land where the open space is located.

The Park Board's recommendation was reviewed by the Council's Parks, Public Works, and Human Services Committee on August 5. The Committee concurs with the Park Board recommendation.

Once a name is approved, staff will proceed with procuring a park sign and will work with the neighborhood on a naming ceremony, to occur in conjunction with the Green Kirkland restoration efforts currently underway.

Attachments:

Attachment A – Park Naming Policy
Attachment B – Correspondence
Resolution

RESOLUTION R-4799

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ESTABLISHING POLICIES AND PROCEDURES FOR THE NAMING OF PUBLIC PARKS AND FACILITIES.

WHEREAS, the City Council adopted Resolution R-3215, establishing policies and procedures relating to the naming of public park property and facilities on August 19, 1985; and

WHEREAS, the Park and Recreation Board recommends updating the park naming policy to: (1) include procedures for naming a park or facility after a civic group or organization; (2) provide that a numeric designation will be used for new parks and facilities until a permanent name is selected; and (3) clarify that the naming of a park or facility should be considered permanent under ordinary circumstances; and

WHEREAS, the City Council wishes to set forth the policies and procedures for naming public parks and facilities by resolution;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. It is the general policy of the City of Kirkland to choose a name for a public park or facility based upon the relationship of the land or facility to one of several criteria:

1. Neighborhood or geographical identification (e.g. Houghton, Bridle Trails, Rose Hill, etc.);
2. A natural or geological feature (e.g. Forbes Creek);
3. Historical or cultural significance;
4. An individual (living or deceased) who has given outstanding civic service to the Kirkland park system, or has donated substantial funds or land to the Kirkland park system, or has been otherwise instrumental in the acquisition or development of critical park acreage (e.g. Marsh Park). Parks or facilities shall not ordinarily be named for a living person, unless that person has made a significant and outstanding contribution of land, money, or civic service. A waiting period of at least one year should expire before naming a park or facility under the policy of this subparagraph;

5. A civic group or corporation whose mission statement is compatible with City goals and objectives and that has made a significant contribution of land, money or civic service to the Kirkland park system;
6. The wishes or preference of residents of the neighborhood surrounding the public park or facility should in all cases be considered.

Section 2. In establishing or designating the name of a public park or facility, the final authority on name selection is the responsibility of the City Council. In making such selection the City Council will normally consider suggestions for names received from organizations, individuals or neighborhoods, and may request the Parks Department or the Park Board to solicit such suggestions. The City Council will not make its final selection until after it has received the recommendation of the Kirkland Park Board.

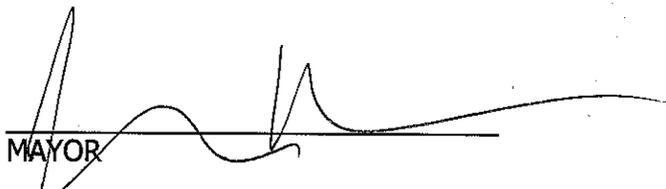
Section 3. Until a park or facility name is selected for a new park or facility, a numeric designation shall be used to identify the park or facility.

Section 4. Under ordinary circumstances, the naming of a park or facility should be considered permanent. Any proposal to change the name of a park or facility shall be subject to the procedures set forth in this Resolution.

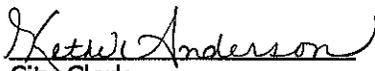
Section 5. Upon selection of a park or facility name by the City Council, the Parks Department shall identify the park or facility with appropriate signage specifying the established name.

Passed by majority vote of the Kirkland City Council in open meeting this 19th day of January, 2010.

Signed in authentication thereof this 19th day of January, 2010.


MAYOR

Attest:


City Clerk



HELP US NAME THE NORTH JUANITA OPEN SPACE

The Kirkland Park Board is seeking suggestions from citizens for the naming of the North Juanita Open Space Tract. The one-acre property, located on N.E. 129th Street between 111th Place N.E. and 112th Place N.E., has recently been reclaimed for neighborhood use through the restoration activities of local volunteers.

Neighbors and volunteers of all ages, organized by the [Green Kirkland Partnership](#), have spent several months clearing and cleaning up the site, removing invasive plants and planting native trees and shrubs. Children's play equipment will be added later this year.

Name suggestions should be submitted by email before June 1 to parkboard@kirklandwa.gov. Suggestions should be consistent with the City's park naming policy, which states that the name of a park or open space should be based on one or more of the following criteria:

- (1) neighborhood or geographical identification;
- (2) a natural or geological feature;
- (3) historical or cultural significance;
- (4) an individual who has given outstanding civic service to the Kirkland park system, or has donated substantial funds or land to the Kirkland park system; and
- (5) a civic group or corporation whose mission statement is compatible with City goals and objectives and that has made a significant contribution of civic service, land, or money to the Kirkland park system.

The Park Board will forward a naming recommendation to the City Council for final approval this summer.



For more information contact Michael Cogle, Kirkland Parks & Community Services, at mcogle@kirklandwa.gov.

For more information about how you can volunteer at this Open Space, visit the City of Kirkland website at www.kirklandwa.gov and search "Green Kirkland Partnership".

July 24, 2015



Kirkland Heritage Society

Kirkland Heritage Society supports the naming of the North Juanita Open Space Josten Park. Annie Josten, sister of Ole Josten, was the original homesteader of the land that contains the North Juanita Open Space.

Ole immigrated from Norway in 1868, settling in Chicago and establishing his trade as a Master Wood Carver. Marit joined him in 1869. After 10 years of engagement, they married in Chicago.

The 1971 Chicago fire not only destroyed Ole's tools but also his livelihood. Chicago was interested in rebuilding and not embellishing.

It was then that Ole and Marit took out a homestead in Minnesota. Both Ole and Marit grew up on farms and were able to provide for their growing family. But both summers and winters were harsh and Ole's health was a concern. With a family to support, they sold their farm in 1882 and moved to Hubbard as Juanita was called at that time. Because Ole was a Master Wood Carver he fell back on that occupation. There was a job waiting for him when he arrived.

Because Ole had already filed on a homestead in Minnesota, his sister Annie H. Josten filed a homestead for the family. It was then sold to Ole and Annie moved from the area.

As Ole and Marit's children grew up, they worked the land while Ole commuted to Seattle to work as a master wood carver. The Green Mansion in Seattle is a fine example of his detailed work. The 1889 Seattle fire destroyed much of his work as well as his tools ... for a second time.

The Josten family eventually owned even more land in Juanita and descendants of Ole and Marit Josten remain in the area. They are graduates of the Kirkland School District and the Lake Washington School District.

The Josten's are a pioneering family that remained and became the part of the fiber of this community. It would be wonderful to have the Josten family remembered by naming the park in their honor and memory.

Sincerely,

Loita Hawkinson, Past President

Kirkland Heritage Society

A handwritten signature in blue ink that reads "Loita Hawkinson". The signature is written in a cursive style.

**NORTH JUANITA OPEN SPACE
PARK NAMING SUGGESTIONS**

From: Kelly Rovegno [mailto:kerovegno@gmail.com]
Sent: Wednesday, April 29, 2015 4:40 PM
To: Cheryl Harmon
Subject: North Juanita Open Space Name

Having grown up on 111th PL NE, I would like to suggest the name "Happy Church Park" to the Park Board. The Happy Church was a small non-denominational church that stood on the land that became 112th PL NE. Even for those who did not attend (I did not) The Happy Church was a landmark within Totem Lake, known for the funny and positive messages on their readerboard. Many of us in the neighborhood were sad to see it demolished. Naming the park after The Happy Church would be a good way for the City of Kirkland to honor the local history of the area.

Regards,

Kelly Rovegno

From: Kent Jonson [mailto:kjonson@comcast.net]
Sent: Wednesday, April 29, 2015 7:14 PM
To: Cheryl Harmon
Subject: Naming of North Juanita Open Space

Dear Park Board Members: Please consider the names: Hubbard Play Field or Langdon Park

Thank you.
Janet Jonson

From: Bonnie Harpel [mailto:gidget142@gmail.com]
Sent: Thursday, April 30, 2015 12:06 AM
To: Cheryl Harmon
Subject: NJOS Name Suggestions

Hello!

My name is Bonnie Harpel. I am one of the stewards of the NJOS. I would love to submit some suggestions for this lovely green space behind our house. They are in order by my preference. :)

Restoration Park- because of how drastic a change has taken place. What used to be an eight-foot thick mat of Himalayan blackberry canes is now open space and native plantings. I also like this name because it suggests healing for a neighborhood that was conflicted about the development of this space.

One Acre Park- Naming the park for its small size emphasizes how special and unique it is.

Red Cedar Park- for the well-established and beautiful Western Red Cedars in the space that are decades old.

Generations Park- for our hope that not only will all generations use and enjoy this park together, but that it would also *be enjoyed* for generations to come.

Flowering Plum Park- for the large number of native Indian plums that actually survived the inundation of Himalayan blackberry.

Neighborhood Park- pretty generic, but has a sense of unity.

Cavalier Garden Park- super pretentious, but perhaps we could call it Caga (cah-gah)) Park for short? For the names given to the parcels by developers: Garden Gate and Cavalier.

-Bonnie

From: Dawn [mailto:maridwells@yahoo.com]
Sent: Thursday, April 30, 2015 3:17 AM
To: Cheryl Harmon
Subject: Open Space park name reco

To whom it may concern,

Please find below a naming suggestion for the Juanita open space.

Suggested park name: Juanita Garden Friendship park

Why: the open space park is the connecting portal between the Juanita HS neighborhoods and Garden Gate community. The Garden Gate community was built into the established Juanita HS neighborhood in 2009. At the time of construction and into 2010/2011, Garden Gate homeowners encountered some negative sentiment from the established homeowners bordering the new build. The new homeowners were not embraced or welcomed to the neighborhood with open arms. However, with time and the mutual goal of developing the open space into a beautiful and safe community park, the neighborhoods began to blend, align & unite. Neighbors and other volunteers came together and spent several months clearing and cleaning up the site, removing invasive plants and planting native trees and shrubs. The result is a lovely community park where friends & family can gather. Naming the park 'Juanita Garden Friendship' is a tribute to both neighborhoods coming together as one in the name of friendship & community.

Suggested name is based on neighborhood or geographical identification AND historical or cultural significance, as per policy.

Alternative name suggestions:

- Friendship Park
- Juanita Gardens

Thanks for your consideration.

Regards,
M. Dawn Wells
13031 112th Ave NE
Garden Gate homeowner

From: Connie Winter [mailto:cwinter@pacrimaero.com]
Sent: Thursday, April 30, 2015 8:31 AM
To: Cheryl Harmon
Subject: name for North Juanita park

I suggest you use Cavalier – for the original plat name of the neighborhood.

Kind regards,

Connie Winter
Office Manager
Pacific Rim Aerospace
11321 NE 120th ST
Kirkland, WA 98034 USA
p 1.425.284.7300, f 1.425.284.7337

From: mansoor [mailto:mansoor.jafry@gmail.com]
Sent: Thursday, April 30, 2015 12:18 PM
To: Cheryl Harmon
Subject: Suggestion on naming public open space in Juanita

Hello Park Board!

Hope all you guys are doing well. Saw [this article](#) on the Kirkland Reporter and wanted to pitch in with my suggestion.

Personally I think Pharoah Head is a fine name. It is a unique name that has relevance. I think it will intrigue people and lead them to finding out more about the story behind the name, and make them go "Oh yeah, it does look like a pharoah's head. How cool!"

Just my 2 cents.

Thank you once again for your persistent efforts in transforming it from an unusable piece of land to a natural escape where the neighbors can come together.

Thanks,
Mansoor

From: dougrough@aol.com [mailto:dougrough@aol.com]
Sent: Monday, May 11, 2015 9:43 PM
To: Michael Cogle; Cheryl Harmon
Cc: ken.albinger@gmail.com; edcolio@gmail.com; ejdarling@yahoo.com; brianmagee24@live.com
Subject: Re: Kirkland Neighborhood News: Kirkland Park Board seeks name for North Juanita Open Space

Michael Cogle and the Parks Board,

At the May 11 meeting of the Juanita Neighborhood Association names were suggested and a vote was taken on possible names for the "North Juanita Open Space" park: The winner, with nine votes was:

Happy Park

(recognizing the former Happy Church at the site)

Runners Up:
Juanita Pocket Park
Hidden Park

--Doug Rough 425-821-5529 RoughHouse.org -- RetreatsAndReunions.com

From: c.bart@frontier.com [<mailto:c.bart@frontier.com>]
Sent: Wednesday, May 13, 2015 9:19 AM
To: Michael Cogle
Subject: North Juanita Open Space Name

You could name it Sather Park after the Pastor of the Happy Church.
Thank you,
Candice Bartleson

From: jaynamason@comcast.net [<mailto:jaynamason@comcast.net>]
Sent: Monday, May 25, 2015 8:37 PM
To: Cheryl Harmon
Subject: North Juanita Open Space Park-Name Suggestion

Hello,

Our submission for the name of the North Juanita open space is St. Elk. We have come up with the this unique name for our lovely park from the history of this area. We have chosen the title "St." because the of Happy Church that was next to the park's land. We have chosen the term "Elk" because elk are native to Western North America. Also, elk tend to eat berries which means that they would also consume blackberries, and blackberries are very abundant in our neighborhood park.

Have a fantastic day! –North Juanita Open Space's dedicated volunteers :)

From: Jocelyn Sauze [<mailto:jocolato11@gmail.com>]
Sent: Monday, May 25, 2015 8:43 PM
To: Cheryl Harmon
Subject: Name Submission for North Juanita Open Space

Hello!

Our submission for the name of the North Juanita open space is St. Elk. We have come up with this name for the flourishing park based on the history of this area. We have chosen the title "St." because the of Happy Church that was next to the park's land. We have chosen the term "Elk" because elk are native to Western North America. Elk also eat berries including blackberries, and blackberries are abundant in our neighborhood park.

Have a great day!
- volunteers of the North Juanita Open Space

From: "Whitney Taylor" <livin4liv@gmail.com>
To: "Michael Cogle" <MCogle@kirklandwa.gov>
Subject: naming Pharoah Head Open Space

Dear Park Board,

I'd like to propose that Pharaoh Head Open Space be named after a community advocate who helped lead the efforts to secure the land as a green space - Elaine Cummins or the dog she walked that helped inform her views of the need for a more walkable community with open green space - Escuchame (Spanish for Listen to Me), aka "Schoochy". Elaine helped shape and lead the community based efforts to clear the land for the green space.

As a longtime resident of 26 years, Elaine was a continual presence in the city working on efforts to better Kirkland for all. In 2003, she along with city staff started the design of a walking map through her job at Public Health. The former city manager had seen walking maps in Europe and wanted something similar for Kirkland. As Elaine and the team mapped various neighborhoods, it became apparent that all of Kirkland wasn't equal in walkability (there weren't walkable areas to map!). Elaine teamed up with various city departments to increase the city's walkability and create a walking map of Kirkland (see attached).

Elaine began her advocacy for Pharaoh Head Open Space in 2003 from discussions with the Kirkland City Manager's Office on how to make available land into a green space. There was neighborhood opposition, but Elaine went to the City Park Board meetings monthly and coordinated with neighbors in favor of the open space. When word got out that Happy Church was selling the property to a developer and many of the neighbors surrounding Pharaoh Head rallied to stop the development.

Ms. Cummins knew that the neighborhood was out of compliance with their long range strategic plan of having open space within a quarter mile of each resident. Stopping growth was counterproductive to the city, and Elaine took a different stance during the public hearings on the development. She knew that green space was critical to residents' health. Elaine understood that in order to reduce obesity in the populations, having connected neighborhoods increased walkability.

Elaine spoke at the Council meeting the same evening that the Garden Gate developers presented the plans. She proposed that the developers reserve funds to develop the limited green space. This public airing of her opinion was a minority position. She was now walking a thin line between advocating for healthy environment and appeasing her neighbors.

In Summary, Elaine:

- * Advocated and followed the process to make Pharaoh Head Open Space for over 12 years,
- * Recognized the need for open space on a personal and policy level,
- * Educated neighbors on governmental processes, including long range planning and public hearings, city code and parks department standards,
- * Encouraged and informed neighborhood advocates on effective strategies to support city efforts,
- * Identified and resolved neighbors' concerns about the open space, and
- * Coordinated with city representatives.

Thank you for your consideration of my proposal. Whitney Taylor

From: Cheryl L. Harmon [mailto:raindigger@hotmail.com]
Sent: Tuesday, May 26, 2015 5:12 PM
To: Michael Cogle; Cheryl Harmon
Subject: Naming suggestion

Mr. Cogle and Park Board,

I wish to submit the suggestion of Brambly Park for the North Juanita Open Space. This name is submitted in honor of former Park Board Member Sue Keller and the young ladies who addressed the Board requesting that the "brambly" space be cleared of invasive blackberries so that it could be used as a park by those who live nearby.

Thank you for your consideration,

Cheryl Harmon

Juanita resident

From: Helen Rasmussen [mailto:hkatrat@yahoo.com]
Sent: Thursday, May 28, 2015 11:19 AM
To: Cheryl Harmon
Cc: Marc Sauze; Helen Rasmussen
Subject: Name North Juanita Open Space

Hello,

I think NJOS should be named 'Kids Community Park' because the children of this neighborhood really helped to make this park an enjoyable and accessible green space. It is a park for everybody powered by kids, from toddlers to high school students.

Not only did the neighborhood children advocate for the open space to be developed into a park at various community and park board meetings, but these children work at many of the Volunteer Events, alongside their parents to remove blackberry root balls and to mulch and plant the area. We have kid-sized tools and gloves on-site, so they can help safely. The name 'Kids Community Park' would also be a nod to the 80 goats (kids are also baby goats!) that consumed the invasive Himalayan Blackberries, which prevented access to the open space.

The name 'Kids Community Park' would serve to remind everybody that anyone big or small can make a contribution to his/her neighborhood and the whole community benefits.

Thank you for your consideration.

Helen Rasmussen

From: Loita Hawkinson [mailto:hawkdsi@ix.netcom.com]
Sent: Saturday, May 09, 2015 11:23 AM
To: Michael Cogle
Subject: RE: Kirkland Neighborhood News: Kirkland Park Board seeks name for North Juanita Open Space

Email content unrelated to park naming has been redacted.

Now...the Juanita Open Space. As near as I can tell, this was Annie Josten's homestead. I hope we have the homestead records at the hall. The Jostens came in 1882 and left a big print on Juanita. They married into the Langdon family and there are Josten descendents around. Would be lovely to have something named in their honor. So...I am thinking. The homestead record has Annie H Josten. We have history for an Annie R. Josten. Want to know if this was a transcribing error. If we have the actual record, we will be able to tell I hope.

Have a happy Saturday. Loita

From: Bryce Figdore [mailto:brycefig@yahoo.com]

Sent: Sunday, May 31, 2015 12:12 PM

To: Cheryl Harmon

Subject: Naming North Juanita Open Space

Hello,

I am submitting name suggestions for the North Juanita Open Space. My suggestions are "Cavalier Grove Park" and "Cavalier Woods". "Cavalier" is the legal description for neighborhood homes built during initial development in the 1970s.

Sincerely,

Bryce Figdore

12923 111th Pl NE

RESOLUTION R-5146

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND
NAMING A CITY OPEN SPACE AS JOSTEN PARK.

1 WHEREAS, the City of Kirkland is the owner of King County
2 Parcel Number 143790-0440, referred to as the North Juanita Open
3 Space Tract; and
4

5 WHEREAS, pursuant to the City's policies for the naming of park
6 and recreation facilities the Park Board and Department of Parks and
7 Community Services solicited suggestions from interested citizens for an
8 official name for the North Juanita Open Space Tract; and
9

10 WHEREAS, the City Council has received from the Park Board a
11 written report and recommendation on the proposed name for the North
12 Juanita Open Space Tract; and
13

14 WHEREAS, in public meeting the City Council considered the
15 written report and recommendation of the Park Board.
16

17 NOW, THEREFORE, be it resolved by the City Council of the City
18 of Kirkland as follows:
19

20 Section 1. The Kirkland City Council adopts the name Josten
21 Park for the parcel formerly known as the North Juanita Open Space
22 Tract.
23

24 Passed by majority vote of the Kirkland City Council in open
25 meeting this ____ day of _____ 2015.
26

27 Signed in authentication thereof this ____ day of _____,
28 2015.

Mayor

Attest:

City Clerk



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Deputy City Manager
Michael Olson, Director of Finance and Administration

Date: August 21, 2015

Subject: BOND ORDINANCE ADOPTION FOR PARTIAL FUNDING OF CITY HALL RENOVATION

RECOMMENDATION:

Council adopts the attached ordinance authorizing the issuance of Limited Tax General Obligation (LTGO) bonds for a portion of the funding of the City Hall renovation.

BACKGROUND DISCUSSION:

At the City Council Retreat on February 21, 2014, City Council directed staff to move forward with the renovation of City Hall. Council received a funding and cost estimate at the June 2, 2015 Council meeting identifying approximately \$5 million of the remodel project to be funded from debt issuance.

At the August 3, 2015 Council meeting the City Hall Renovation Project Update noted that as part of the design process, it was discovered that during the 1994 building addition project, a recommendation was made by the structural engineering firm, KPFF, that the original structure undergo a seismic retrofit. Staff believes that it would be prudent to have this seismic retrofit work completed as part of the current City Hall Renovation Project to further ensure the safety of the staff and patrons of City Hall and extend the longevity of the facility. These costs have not been finalized however are expected to be in the range of \$500,000 to \$900,000.

Staff is recommending that the debt issuance authority be increased up to \$6 million to provide funds for the seismic retrofit.

Staff hopes to have a more precise estimate of the seismic needs prior to final issuance of the debt and not to seek more debt than is necessary. The next few weeks will make precision an interesting challenge. Originally the ordinance authorizing the debt was proposed for September 1 to allow for debt issuance prior to the Federal Reserve meeting of September 16 and 17. The Federal Reserve had signaled an intention to raise rates at this meeting and staff was hoping to issue the debt prior to such an increase. However, recent global volatility has caused many to question whether the Federal Reserve will raise rates in September. We will closely monitor both the economic markets and work hard to develop accurate cost estimates to make the best possible decision. But the largest possible issuance will not be more than the \$6 million. In the end, if

the City does borrow more than is ultimately necessary, the City can leave money in other reserves that would otherwise have gone to finance the City Hall project.

By approving this ordinance, the Council will be authorizing the City Manager to execute the bond issuance if it is within the following terms of the Bond Ordinance:

Section 11. Sale of Bond.

... "(i) the aggregate principal amount of the Bond does not exceed \$6,000,000; (ii) the Bond is prepayable no later than ten years from date of issue and (iii) the true interest cost for the Bond does not exceed 4.5%.

As discussed on August 3, 2015 staff is recommending private placement which is less costly due to lower issuance costs and can be accomplished more quickly with less staff effort.

CITY OF KIRKLAND, WASHINGTON
LIMITED TAX GENERAL OBLIGATION BOND, 2015

ORDINANCE NO. 4490

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE ISSUANCE AND SALE OF A LIMITED TAX GENERAL OBLIGATION BOND OF THE CITY IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$6,000,000 TO PROVIDE FUNDS FOR A PORTION OF THE REMODEL OF CITY HALL AND PAY FOR COSTS OF ISSUANCE OF THE BOND; AUTHORIZING THE SALE OF THE BOND; AND AUTHORIZING THE DESIGNATED REPRESENTATIVE TO MAKE CERTAIN DETERMINATIONS AND APPOINTMENTS WITH RESPECT TO THE BOND UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

APPROVED ON SEPTEMBER 1, 2015

PREPARED BY:

K&L GATES LLP
Seattle, Washington

CITY OF KIRKLAND
ORDINANCE NO. 4490
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* This Table of Contents and the cover page are not a part of the following ordinance and are included only for the convenience of the reader.

ORDINANCE NO. 4490

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE ISSUANCE AND SALE OF A LIMITED TAX GENERAL OBLIGATION BOND OF THE CITY IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$6,000,000 TO PROVIDE FUNDS FOR A PORTION OF THE REMODEL OF CITY HALL AND PAY FOR COSTS OF ISSUANCE OF THE BOND; AUTHORIZING THE SALE OF THE BOND; AND AUTHORIZING THE DESIGNATED REPRESENTATIVE TO MAKE CERTAIN DETERMINATIONS AND APPOINTMENTS WITH RESPECT TO THE BOND UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

WHEREAS, the City Council (the "Council") of the City of Kirkland, Washington (the "City"), has deemed it in the best interest of the City and its citizens that the City undertake to remodel its City Hall (the "Project"); and

WHEREAS, the City is authorized, pursuant to RCW 35.37.040 and Chapter 39.36, to incur indebtedness and issue a limited tax general obligation bond for capital purposes; and

WHEREAS, it is deemed necessary and advisable that the City now issue and sell its limited tax general obligation bond in the principal amount of not to exceed \$6,000,000 (the "Bond") to pay the costs of the Project and the costs of issuance of the Bond; and

WHEREAS, the Council wishes to delegate authority to the Designated Representative to solicit proposals for purchase of the Bond and to select the purchasing entity or bank from those proposals, to approve the final principal amount of the Bond, interest rate, principal maturities and prepayment provisions of the Bond to be fixed under such terms and conditions as are approved by this ordinance;

NOW, THEREFORE, the City Council of the City of Kirkland do ordain as follows:

Section 1. Definitions and Interpretation of Terms.

(a) *Definitions.* As used in this ordinance, the following words shall have the following meanings:

Bond means the City of Kirkland, Washington Limited Tax General Obligation Bond, 2015, to be issued in the aggregate principal amount of not to exceed \$6,000,000 pursuant to this ordinance.

Bond Fund means the City of Kirkland Limited Tax General Obligation Bond Redemption Fund maintained pursuant to Section 10 of this ordinance.

Bond Purchase Offer means the offer letter of the Purchaser.

Bond Register means the registration records maintained by the Bond Registrar for the purpose of identifying ownership of the Bond.

Bond Registrar means the Director of Finance and Administration of the City or in his or her discretion, the fiscal agency of the state of Washington, whose duties include registering and authenticating the Bond, maintaining the Bond Register, transferring ownership of the Bond and paying the principal of and interest on the Bond.

Bond Year means each one-year period that ends on the date selected by the City. The first and last Bond Years may be short periods. If no day is selected by the City before the earlier of the final maturity date of the Bond or the date that is five years after the date of issuance of the Bond, Bond Years end on each anniversary of the date of issue and on the final maturity date of the Bond.

City means the City of Kirkland, Washington, a municipal corporation of the State of Washington.

Code means the Internal Revenue Code of 1986, as amended, and shall include all applicable regulations and rulings relating thereto.

Council means the City Council as the general legislative authority of the City, as the same shall be duly and regularly constituted from time to time.

Designated Representative means the City Manager or the Director of Finance and Administration of the City and shall include any successor in function to either of them and any additional employee or officer of the City appointed in writing by either of them.

Net Proceeds, when used with reference to the Bond, means the principal amount of the Bond, plus accrued interest and original issue premium, if any, and less original issue discount, if any.

Private Person means any natural person engaged in a trade or business or any trust, estate, partnership, association, company or corporation.

Private Person Use means the use of property in a trade or business by a Private Person if such use is other than as a member of the general public. Private Person Use includes ownership of the property by the Private Person as well as other arrangements that transfer to the Private Person the actual or beneficial use of the property (such as a lease, management or incentive payment contract or other special arrangement) in such a manner as to set the Private Person apart from the general public. Use of property as a member of the general public includes attendance by the Private Person at municipal meetings or business rental of property to the Private Person on a day-to-day basis if the rental paid by such Private Person is the same as the rental paid by any Private Person who desires to rent the property. Use of property by nonprofit community groups or community recreational groups is not treated as Private Person Use if such use is incidental to the governmental uses of property, the property is made available for such use by all such community groups on an equal basis and such community groups are charged only a *de minimis* fee to cover custodial expenses.

Project means the remodel of City Hall, as provided in Section 2.

Project Fund means the special fund of the City designated pursuant to Section 8 of this ordinance.

Purchaser means the initial purchasing entity or bank purchaser of the Bond.

Registered Owner means the person named as the registered owner of a Bond in the Bond Register.

Tax Certificate means the certificate with respect to federal tax matters relating to the Bond to be executed by a Designated Representative on the date of issuance of the Bond.

(b) *Interpretation.* In this ordinance, unless the context otherwise requires:

(1) The terms "hereby," "hereof," "hereto," "herein," "hereunder" and any similar terms, as used in this ordinance, refer to this ordinance as a whole and not to any particular article, section, subdivision or clause hereof, and the term "hereafter" shall mean after, and the term "heretofore" shall mean before, the date of this ordinance;

(2) Words of the masculine gender shall mean and include correlative words of the feminine and neuter genders and words importing the singular number shall mean and include the plural number and vice versa;

(3) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(4) Any headings preceding the text of the several articles and sections of this ordinance, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this ordinance, nor shall they affect its meaning, construction or effect; and

(5) All references herein to "articles," "sections" and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof.

Section 2. Authorization of Project and Authorization of Bond. The Bond is being issued to provide a portion of the funds for remodeling City Hall (the "Project"). The City is hereby authorized to issue a limited tax general obligation bond (the "Bond") in the principal amount of not to exceed \$6,000,000, and sell the Bond to the Purchaser, for the purpose of providing the funding for the Project and for costs of issuance of the Bond. If there are funds remaining following completion of the Project, the City may utilize remaining balances for other approved capital purposes.

Section 3. Description of Bond. The Bond shall be designated "City of Kirkland, Washington Limited Tax General Obligation Bond, 2015," shall be dated as of the date of its delivery to the Purchaser, shall be fully registered as to both principal and interest, shall be issued as a single fully registered bond, and shall be numbered in such manner and with any additional designation as the Bond Registrar deems necessary for purposes of identification. The Bond shall be dated and bear interest at the per annum rate or rates, payable on the dates and maturing in

principal amounts approved by the Designated Representative, as may be set forth in the Bond Purchase Offer, pursuant to Section 11 of this ordinance.

Section 4. Registration, Transfer and Payments.

(a) *Appointment of Bond Registrar.* The Director of Finance and Administration shall act as the Bond Registrar or, in his or her discretion, may specify and adopt the system of registration and transfer for the Bond approved by the Washington State Finance Committee from time to time through the appointment of a state fiscal agency. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver the Bond in accordance with the provisions of the Bond and this ordinance and to carry out all of the Bond Registrar's powers and duties under this ordinance.

(b) *Bond Register.* The Bond shall be in registered form as to both principal and interest.

(c) *Registered Ownership.* The City and the Bond Registrar, each in its discretion, may deem and treat the Registered Owner of the Bond as the absolute owner thereof for all purposes, and neither the City nor the Bond Registrar shall be affected by any notice to the contrary. Payment of the Bond shall be made only as described in this section and Section 3 hereof. All such payments made as described in this section and Section 3 shall be valid and shall satisfy and discharge the liability of the City upon such Bond to the extent of the amount or amounts so paid.

The Bond shall not be transferable, except in whole to another financial institution or otherwise as may be approved by the Designated Representative.

Principal of and interest on the Bond shall be payable in lawful money of the United States of America. Installments of principal of and interest on the Bond shall be paid by check, wire, or electronic transfer on the date due to the Purchaser; *provided, however*, the final installment of principal on the Bond shall be payable only upon presentation and surrender of the Bond by the Registered Owner at the principal office of the Bond Registrar.

Section 5. Prepayment. The Bond may include provision for prepayment on the dates, at the prices and under the terms set forth in the Bond Purchase Offer approved by the Designated Representative pursuant to Section 11.

Section 6. Form of Bond. The Bond shall be in substantially the following form:

UNITED STATES OF AMERICA

NO. R-1

\$ _____

STATE OF WASHINGTON

CITY OF KIRKLAND

LIMITED TAX GENERAL OBLIGATION BOND, 2015

INTEREST RATE: _____%

MATURITY DATE: _____

REGISTERED OWNER: _____

TAX IDENTIFICATION #: _____

PRINCIPAL AMOUNT: _____ MILLION AND NO/100 DOLLARS

The City of Kirkland, Washington (the "City"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount specified above, together with interest thereon, at the Interest Rate specified above. Interest shall be payable [monthly][semiannually][annually] on each _____ 1 and _____ 1, commencing _____ 1, 20__ to the Maturity Date as set forth above. Principal shall be payable annually on each _____ 1, commencing on _____ 1, 20__ to the Maturity Date set forth above, as shown below.

Payment Date	Principal Amount	Interest Amount	Installment Total
_____	_____	_____	_____

Interest on this bond shall be calculated on the basis of _____.

Both principal of and interest on this bond are payable in lawful money of the United States of America. Regular payments of principal and interest shall be made by the [City][fiscal agency of the State of Washington, as the registrar, paying agent and authentication agent] (the "Bond Registrar") mailed on the date such principal and interest is due or by electronic funds transfer made on the date such interest is due to the registered owner or nominee at the address

appearing on the Bond Register. The final payment of principal and interest shall be paid only upon presentation and surrender of this bond to the Bond Registrar.

This bond is subject to prepayment as stated in the Bond Purchase Offer.

This bond is issued under and in accordance with the provisions of the Constitution and applicable statutes of the State of Washington and Ordinance No. 4490 duly passed by the City Council on September 1, 2015 (the "Bond Ordinance"). Capitalized terms used in this bond have the meanings given such terms in the Bond Ordinance.

This bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Ordinance until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Bond Registrar or its duly designated agent.

This bond is issued pursuant to the Bond Ordinance for providing funds to remodel City Hall and to pay costs of issuance.

The City hereby irrevocably covenants and agrees with the owner of this bond that it will include in its annual budget and levy taxes annually, within and as a part of the tax levy permitted to the City without a vote of the electorate, upon all the property subject to taxation in amounts sufficient, together with other money legally available therefor, to pay the principal of and interest on this bond as the same shall become due. The full faith, credit and taxing power of the City are hereby irrevocably pledged for the prompt payment of such principal and interest.

This bond has been designated by the City as a "qualified tax-exempt obligation" for investment by financial institutions under Section 265(b) of the Code.

The pledge of tax levies for payment of principal of and interest on this bond may be discharged prior to maturity of the bond by making provision for the payment thereof on the terms and conditions set forth in the Bond Ordinance.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this bond have happened, been done and performed and that the issuance of this bond does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the City may incur.

IN WITNESS WHEREOF, the City of Kirkland, Washington has caused this bond to be executed by the manual or facsimile signatures of the Mayor and City Clerk and the seal of the City imprinted, impressed or otherwise reproduced hereon as of this 1st day of September, 2015.

CITY OF KIRKLAND, WASHINGTON

By /s/ manual or facsimile
Mayor

ATTEST:

 /s/ manual or facsimile
City Clerk

[SEAL]

The Bond Registrar's Certificate of Authentication on the Bond shall be in substantially the following form:

CERTIFICATE OF AUTHENTICATION

Date of Authentication: _____, 2015

This is the Limited Tax General Obligation Bond, 2015, of City of Kirkland, Washington, as described in the within mentioned Bond Ordinance and dated this _____ day of _____, 2015.

[DIRECTOR OF FINANCE AND
ADMINISTRATION OF THE CITY OF
KIRKLAND][WASHINGTON STATE FISCAL
AGENCY], as Bond Registrar

By _____

Section 7. Execution of Bond; Default Remedies. The Bond shall be executed on behalf of the City with the manual or facsimile signatures of the Mayor and City Clerk of the City and the seal of the City shall be impressed, imprinted or otherwise reproduced thereon. The Bond shall not be valid or obligatory for any purpose or entitled to the benefits of this ordinance unless and until a Certificate of Authentication, in the form hereinbefore recited, has been manually executed by or on behalf of the Bond Registrar or its duly designated agent.

In case either of the officers who shall have executed the Bond shall cease to be an officer or officers of the City before the Bond so signed shall have been authenticated or delivered by the Bond Registrar, or issued by the City, the Bond may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the City as though those who signed the same had continued to be such officers of the City. The Bond may be signed and attested on behalf of the City by such persons who at the date of the actual

execution of the Bond are the proper officers of the City, although at the original date of the Bond any such person shall not have been such officer of the City.

Section 8. Application of Bond Proceeds.

The Director of Finance and Administration is hereby authorized and directed to establish an account or fund for the purpose of accounting for the expenditure of Bond proceeds (the "Project Fund"). The proceeds of sale of the Bond shall be deposited in the City's Project Fund and shall be expended solely to pay the costs of the Project and the costs of issuing and selling the Bond, as authorized herein. If there are funds remaining following completion of the Project, the City may utilize remaining balances for other approved capital purposes.

Section 9. Tax Covenants.

(a) *Arbitrage Covenant.* The City hereby covenants that it will not make any use of the proceeds of sale of the Bond or any other funds of the City which may be deemed to be proceeds of the Bond pursuant to Section 148 of the Code which will cause the Bond to be "arbitrage bonds" within the meaning of said section and said regulations. The City will comply with the requirements of Section 148 of the Code (or any successor provision thereof applicable to the Bond) and the applicable regulations thereunder throughout the term of the Bond.

(b) *Private Person Use Limitation for the Bond.* The City covenants that for as long as the Bond is outstanding, it will not permit:

(1) More than ten percent of the Net Proceeds of the Bond to be used for any Private Person Use; and

(2) More than ten percent of the principal or interest payments on the Bond in a Bond Year to be directly or indirectly: (A) secured by any interest in property used or to be used for any Private Person Use or secured by payments in respect of property used or to be used for any Private Person Use, or (B) derived from payments (whether or not made to the City) in respect of property, or borrowed money, used or to be used for any Private Person Use.

The City further covenants that, if:

(3) More than five percent of the Net Proceeds of the Bond are to be used for any Private Person Use; and

(4) More than five percent of the principal or interest payments on the Bond in a Bond Year are (under the terms of this ordinance or any underlying arrangement) directly or indirectly: (A) secured by any interest in property used or to be used for any Private Person Use or secured by payments in respect of property used or to be used for any Private Person Use, or (B) derived from payments (whether or not made to the City) in respect of property, or borrowed money, used or to be used for any Private Person Use, then, (i) any Private Person Use of the projects described in subsection (3) hereof or Private Person Use payments described in subsection (4) hereof that is in excess of the five percent limitations described in such subsections (3) or (4) will be for a Private Person Use that is related to the state or local governmental use of the project financed or refinanced with Bond proceeds, and (ii) any Private

Person Use will not exceed the amount of Net Proceeds of the Bond used for the state or local governmental use portion of the projects to which the Private Person Use of such portion of such project relates. The City further covenants that it will comply with any limitations on the use of the projects by other than state and local governmental users that are necessary, in the opinion of its bond counsel, to comply with the requirements of the Code. The covenants of this section are specified solely to assure compliance with the Code.

(c) *Designation under Section 265(b) of the Code.* The City hereby designates the Bond as a "qualified tax-exempt obligation" for purchase by financial institutions pursuant to Section 265(b) of the Code. The City does not anticipate that it will issue more than \$10,000,000 in qualified tax-exempt obligations during the year 2015.

(d) *Compliance with Tax Certificate.* The City covenants to comply with all representations, covenants and assurances contained in the Tax Certificate, which Tax Certificate shall constitute a part of the contract between the City and the Registered Owner of the Bond.

Section 10. Bond Fund and Provision for Tax Levy Payments. A special fund of the City known as the "City of Kirkland Limited Tax General Obligation Bond Redemption Fund" (the "Bond Fund"), is maintained in the office of the Director of Finance and Administration of the City. The Bond Fund shall be drawn upon for the purpose of paying the principal of and interest on the Bond. Money in the Bond Fund not needed to pay the interest or principal next coming due may temporarily be deposited in legal investments for City funds.

To pay principal of and interest on the Bond as the same shall become due, the City hereby irrevocably covenants and agrees with the owner of this bond that it will include in its annual budget and levy taxes annually, within and as a part of the tax levy permitted to the City without a vote of the electorate, upon all the property subject to taxation in amounts sufficient, together with other money legally available therefor, to pay the principal of and interest on this bond as the same shall become due. The full faith, credit and taxing power of the City are hereby irrevocably pledged for the prompt payment of such principal and interest.

Section 11. Sale of Bond. The Council has determined that it would be in the best interest of the City to delegate to the Designated Representative the authority to solicit proposals for the purchase of the Bond and select a Purchaser, approve the Bond Purchase Offer, approve the final interest rate or rates, maturity date or dates, aggregate principal amount, principal amounts of each maturity, if applicable, prepayment provisions and other terms and conditions of the Bond. The Designated Representative is hereby authorized to solicit proposals for the purchase of the Bond and select a Purchaser, approve the Bond Purchase Offer, approve the final interest rate or rates, maturity date or dates, aggregate principal amount, principal amounts of each maturity, if applicable, prepayment provisions and other terms and conditions of the Bond so long as (i) the aggregate principal amount of the Bond does not exceed \$6,000,000; (ii) the Bond is prepayable no later than ten years from date of issue and (iii) the true interest cost for the Bond does not exceed 4.50%.

In determining the interest rate or rates, maturity date or dates, aggregate principal amount, principal amounts of each maturity, if applicable, prepayment provisions and other terms and conditions of the Bond, the Designated Representative, in consultation with City staff and the City's financial advisor, shall take into account those factors that, in his/her judgment, will result

in the most favorable result to the City taking into consideration all proposed terms. The City specifically reserves the right to make the decision based on all factors.

The Designated Representative shall select the purchasing entity or bank to purchase the Bond through a process of soliciting proposals for purchase. Upon the selection of a Purchaser, the Designated Representative shall negotiate the terms of sale for the Bond, including the terms described in this section, in a Bond Purchase Offer.

Subject to the terms and conditions set forth in this Section 11, the Designated Representative is hereby authorized to execute the final form of a Bond Purchase Offer upon his/her approval of the final interest rate or rates, maturity date or dates, aggregate principal amount, principal amounts of each maturity, if applicable, prepayment provisions and other terms and conditions of the Bond set forth therein. Following the sale of the Bond, the Designated Representative shall provide a report to the Council, describing the final terms of the Bond approved pursuant to the authority delegated in this section.

The authority granted to the Designated Representative by this section shall remain in effect until December 1, 2015. If the sale for the Bond has not been completed by December 1, 2015, the authorization for the issuance of the Bond shall be rescinded, and the Bond shall not be issued nor its sale approved unless the Bond shall have been re-authorized by ordinance of the City. The ordinance reauthorizing the issuance and sale of the Bond may be in the form of a new ordinance repealing this ordinance in whole or in part or may be in the form of an amendatory ordinance establishing terms and conditions for the authority delegated under this section.

Upon the adoption of this ordinance, the proper officials of the City including the Designated Representative, are authorized and directed to undertake all other actions necessary for the prompt sale, execution and delivery of the Bond and further to execute all closing certificates and documents required to effect the closing and delivery of the Bond in accordance with the terms of the Bond Purchase Offer. In furtherance of the foregoing, the Designated Representative is authorized to approve and enter into agreements for the payment of costs of issuance, including the fees and expenses specified in the Bond Purchase Offer, including fees and expenses of the Purchaser and other retained services, including Bond Counsel, financial advisor, fiscal agency, and other expenses customarily incurred in connection with issuance and sale of bonds.

Section 12. Undertaking to Provide Ongoing Disclosure. The City is exempt from the ongoing disclosure requirements of Securities and Exchange Commission Rule 15c2-12 by reason of the exemption set forth in subsection (d)(i) of that rule with respect to the issuance of securities in authorized denominations of \$100,000 or more.

Section 13. Lost, Stolen or Destroyed Bond. In case the Bond shall be lost, stolen or destroyed, the Bond Registrar may execute and deliver a new Bond of like date, number and tenor to the Registered Owner thereof upon the Registered Owner's paying the expenses and charges of the City and the Bond Registrar in connection therewith and upon his/her filing with the City evidence satisfactory to the City that the Bond was actually lost, stolen or destroyed and of his/her ownership thereof, and upon furnishing the City and/or the Bond Registrar with indemnity satisfactory to the City and the Bond Registrar.

Section 14. Severability. If any one or more of the covenants or agreements provided in this ordinance to be performed on the part of the City shall be declared by any court of competent jurisdiction to be contrary to law, then such covenant or covenants, agreement or agreements, shall be null and void and shall be deemed separable from the remaining covenants and agreements of this ordinance and shall in no way affect the validity of the other provisions of this ordinance or of the Bond.

Section 15. Effective Date. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication, pursuant to Kirkland Municipal Code 1.08.017.

Passed by a majority vote of the Kirkland City Council in regular, open meeting this 1st day of September, 2015 and approved by the City Council as required by law.

Signed in authentication thereof this 1st day of September, 2015.

MAYOR

ATTEST:

City Clerk

Approved as to Form:

Cynthia M. Weed, Bond Counsel
K&L Gates LLP

CERTIFICATE

I, the undersigned, City Clerk of the City of Kirkland, Washington (the "City") and keeper of the records of the City Council (the "City Council"), DO HEREBY CERTIFY:

1. That the attached Ordinance is a true and correct copy of Ordinance No. 4490 of the City Council (the "Ordinance"), duly passed at a regular meeting thereof held on the 1st day of September, 2015.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the City Council voted in the proper manner for the passage of the Ordinance; that all other requirements and proceedings incident to the proper passage of the Ordinance have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of September, 2015.

City Clerk

CITY OF KIRKLAND

Summary of Ordinance No. 4490 passed September 1, 2015

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE ISSUANCE AND SALE OF A LIMITED TAX GENERAL OBLIGATION BOND OF THE CITY IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$6,000,000 TO PROVIDE FUNDS FOR A PORTION OF THE REMODEL OF CITY HALL AND PAY FOR COSTS OF ISSUANCE OF THE BOND; AUTHORIZING THE SALE OF THE BOND; AND AUTHORIZING THE DESIGNATED REPRESENTATIVE TO MAKE CERTAIN DETERMINATIONS AND APPOINTMENTS WITH RESPECT TO THE BOND UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

Section 1 (Definitions) defines certain capitalized terms used in the Ordinance.

Section 2 (Authorization of Bond) authorizes the City's Limited Tax General Obligation Bond, 2015" in the amount of \$6,000,000 (the "Bond") to provide a portion of the funding for the remodel of City Hall, and pay costs of issuance.

Section 3 (Description of Bond) describes the bond.

Section 4 (Registration, Exchange and Payments) adopts a system of registration and exchange for the Bond and describes the arrangements for paying principal of and interest on the Bond.

Section 5 (Prepayment) provides information regarding prepayment of the Bond.

Section 6 (Form of Bond) describes the form of the Bond.

Section 7 (Execution of Bond; Default Remedies) authorizes procedures for execution and authentication of the Bond.

Section 8 (Application of Bond Proceeds) authorizes the application of the Bond proceeds.

Section 9 (Tax Covenants) covenants that the City will not cause interest on the Bond to become taxable.

Section 10 (Bond Fund and Provision for Tax Levy Payments) provides for the Bond Fund for the payment of debt service on the Bond and provides for funds as required to pay such debt service.

Section 11 (Sale of Bond) delegates the authorization of the sale of the Bond pursuant to the ordinance and the bond purchase offer.

Section 12 (Undertaking to Provide Ongoing Disclosure) provides an undertaking for disclosure as required by the Securities and Exchange Commission.

Section 13 (Lost, Stolen or Destroyed Bond) makes provision in case the Bond is lost, stolen or destroyed.

Section 14 (Severability) provides that other covenants and agreements in the ordinance are not affected if one is made invalid.

Section 15 (Effective Date) provides that the ordinance shall become effective five days after adoption and publication.

The full text of Ordinance No. 4490 will be mailed without cost to any party requesting it from:

Ms. Kathi Anderson
City Clerk
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033-6189
Phone: 425-587-3197
Fax: 425-587-3198



CITY OF KIRKLAND
Planning and Building Department
123 Fifth Avenue, Kirkland, WA 98033
425.587-3225 - www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Paul Stewart, AICP, Acting Planning Director
Robin Jenkinson, City Attorney

Date: August 18, 2015

Subject: Ordinance Consolidating Planning and Building Functions and Department Name Changes

RECOMMENDATION:

That the Council approves the attached ordinance consolidating the City planning and zoning functions with the building functions of plan review, permit coordination and construction in a newly organized department to be named "Planning and Building Department" and making other name changes in the Kirkland Municipal Code.

BACKGROUND DISCUSSION:

In February 2015, an evaluation of the possible benefits of reorganizing the development services function was undertaken at the City Manager's request. The evaluation was timely because of the vacancy which had occurred in the Development Services Manager position, the upcoming remodel of City Hall with related changes in the delivery of development services, and the 2012 Development Services Organization Review conducted by Zucker Systems, Inc. The analysis and outcome of the recent evaluation are described in the attached March 19, 2015, memorandum prepared by Deputy City Manager Tracey Dunlap.

The merger of the Planning and Building divisions took effect on May 15th. As a result of the merger it was determined that it might be appropriate to consider re-naming the department (Planning and Community Development) to reflect the change in the consolidation of planning and building functions. Suggested names were solicited from staff. Out of those submitted, senior management selected two titles for all staff to vote on. The "Planning and Building Department" was the top choice among those that voted.

The reorganization has been seamless for customers. Until the City Hall remodel takes place, the divisions remain physically separated with different counters and different phone lines. With the remodel, those functions will be integrated into the new centralized permit center. Coordination is underway to improve the customer service experience with all Development Services functions. Development review staff in the new Department (and Public Works) continue to have strong working relationships and close coordination. Administrative functions,

including budget and human resource management, have been combined and management staff of the divisions meet regularly to coordinate department issues.

The proposed ordinance provides for the Council's concurrence in the move of the Building Division from the Fire and Building Department into the Planning and Community Development Department and the naming of the reorganized department as "Planning and Building Department." As set forth in the ordinance, the remaining fire protection and response, life safety inspections, fire investigations and emergency management functions remain in a separate department to be named the "Fire Department." (This includes the Fire Prevention Division of the former Fire and Building Department.)

The ordinance authorizes the City's code reviser, which is currently the Code Publishing Company ("Code Publishing"), to make the name changes described above and others identified in the ordinance. Code Publishing has explained that it would go through each section of the Kirkland Municipal Code and Zoning Code that uses the terms identified in the ordinance, substitute the appropriate new term, and add the legislative history to the affected sections. Code Publishing points out that this method provides the clearest explanation as to why the terms have changed.

Attachments

- Memo from Deputy City Manager Tracey Dunlap
- Ordinance



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager
From: Tracey Dunlap, Deputy City Manager
Date: March 19, 2015
Subject: Evaluation of Potential Reorganization of Development Services

RECOMMENDATION:

Move the Building Services function out of Fire & Building and into Planning and Community Development, with a focus on providing a more seamless customer experience.

BACKGROUND DISCUSSION:

Introduction

In February 2015, you requested an evaluation of whether the vacancy in the PCD Development Services Manager position, due to the retirement of Nancy Cox, might provide an opportunity to reorganize the development services functions. The evaluation is also timely in the context of the upcoming City Hall remodel and related changes in how the development services customer interface will function. The basis for this evaluation begins with the 2012 Development Services Organization Review conducted by Zucker Systems Inc. (Zucker). The report found that the City's operation has many strengths that can be considered national best practices and Kirkland is more progressive in these areas than many of Zucker's clients. One of the issues discussed in the report was whether the current structure, with the City's development services functions spanning three departments – Public Works (PW), Planning and Community Development (PCD), and Fire and Building (F&B) – should be changed.

The report noted that there are many ways to organize these functions, highlighted as follows:

- Combining Fire and Building functions is clearly not the norm;
- Combining Building and Planning functions is an increasingly common approach;
- Combining Current and Long Range Planning is common, although some combine Current Planning and Building into a development-oriented department with Long Range Planning as a separate department.
- Engineering is often a division within a larger Public Works Department, although a relatively new trend has development engineering either merged into a Development Department or at a minimum collocated with the other functions.
- Transportation Planning and Traffic Engineering are normally located within a Public Works or Engineering Department.
- Code Enforcement is generally located either within Planning or Building.

- Some communities have combined all of these functions into one integrated department, although often the operational aspects of Public Works are in a separate department.

The report identified the following key features for all alternatives:

- Collocation of functions to improve integration and better serve customers (currently in same general area of City Hall);
- All functions operate in a common permitting system (currently Energov at Kirkland);
- Integrated processing systems, with agreement upon timelines and performance standards across all functions;
- Use of clear project manager systems where it is clear to both staff and the applicant who is in charge of the application;
- Clarity and consistency in working well together and being customer friendly;
- Overall coordination of activities.

Recommendation 2 of the report is that the City should pursue a staged approach to reorganizing the permitting and planning functions as follows:

- Combine the Building, Engineering, and Planning counters as part of the City Hall remodel (currently underway);
- Create a separate Building Department should a Regional Fire Authority become a reality;
- Revise performance standards and monitoring systems;
- Continue to use the Development Review Committee II and strengthen its role as needed;
- Should these features prove not as successful as desired, have the three functions be coordinated by an Assistant City Manager;
- **Should any of the key top management positions have a turnover, revisit the possibility of a combined department at that time.**

The timing of this review reflects this final recommendation and the on-going work on combined customer service counters as part of the LEAN team's evaluation and the City Hall remodel.

Analysis

In addition to reviewing the recommendations of the Zucker report, my analysis is based on meetings with PCD Director Eric Shields, Building Official Tom Phillips, Public Works Development Engineering Manager Rob Jammerman and brief discussions with Public Works Director Kathy Brown and Fire & Building Director Kevin Nalder. I also took into account my understanding of the LEAN team customer service recommendations and the current efforts to design the combined front counters.

Based on this information, I offer the following observations, roughly organized along the lines of the Zucker observations and recommendation summarized above.

- Combine the Building, Engineering, and Planning counters as part of the City Hall remodel – The design of the combined counters is underway and the discussions of how this physical change will impact the development services operations highlights the similarities and differences of the approach of each department. The results of this redesign effort may be more effectively implemented with more centralized management. The current collaboration of the three separate functions works well, but at times results in similar things being done in three different ways. The combination of Building and PCD would streamline the decision-making in this process and is consistent with the practices of many cities.

Public Works Engineering warrants further discussion. As noted in the study, it is fairly common for the Public Works development functions to be managed within Public Works. In speaking with the Public Works Director, a key focus of her efforts are to improve coordination within the Public Works Department (Engineering, CIP, and Operations). Since the PW Development function makes decisions that impact all of the other PW functions, removing that function now might be counterproductive to the internal Public Works effort. In addition, the Public Works Development Engineering Manager manages non-development functions (Solid Waste/Surface Water Engineering) and needs to be viewed in that context. As a result, the recommendation is to exclude PW from the re-organization at this time, but to revisit the question when the opportunity arises in the future.

The Fire Prevention Division of F&B also provides development-related services, in addition to non-development activities. The recommendation is to keep Fire Prevention with the Fire Department, recognizing that the Division's activities are aligned with providing fire services and most of the employees in the Division are represented by the IAFF. There should still be a strong connection with the other development services functions and related coordination efforts should continue.

- Create a separate Building Department should a Regional Fire Authority (RFA) become a reality – The discussion of an RFA is one of several options being considered as part of the implementation of the Fire Strategic Plan and Standard of Cover Study. The scope of the recommendations of these studies and evaluation of alternatives will require significant focus by the F&B management in the near and long term. Moving the Building Function into PCD would allow F&B management to focus solely on the needs of the Fire Department.
- Revise performance standards and monitoring systems – Combining functions should provide a more consistent and cohesive process to implementing this recommendation.
- Continue to use the Development Review Committee II (DRC II) and strengthen its role as needed – As part of this evaluation, there was significant discussion of whether the vacant position should be restructured to oversee both Current Planning and Building, allowing it to focus on them as "development services". A downside of that option, particularly with the exclusion of PW from the reorganization, was that it would complicate that functioning of the DRC II. One of the highlights of the Zucker report was how well the three development services managers coordinate through DRC II and an interest of all parties was to continue to use this mechanism to make sure that all of the functions are in sync. In discussion with the PCD Director, he has indicated that he should have the capacity and very much has the interest to engage both the Current Planning and Building functions to create a more seamless development services experience. As a result, I am recommending that the PCD Development Services Manager be refilled and that the Building Official and that position report directly to the PCD Director.

An important caveat to that recommendation is that, if the position is filled internally by one of the current supervisors, the vacated supervisory position be posted externally with preferred qualifications for an individual that has worked in a combined Planning and Building function. This approach would provide fresh eyes to evaluate opportunities for streamlining operations and processes.

- Should these features prove not as successful as desired, have the three functions be coordinated by an Assistant City Manager – Although not directly related to this evaluation, the recent creation of the second Deputy City Manager (DCM) position and implementation of "spheres of coordination" in which one of the DCM will coordinate

day-to-day issues with PCD may bring some of the benefits of this recommendation closer to reality with Planning and Building combined.

- Should any of the key top management positions have a turnover, revisit the possibility of a combined department at that time – This appears to be an advantageous time to combine the Building function into Planning and Community Development. While Public Works Development Engineering is recommended to stay in Public Works, should there be turnover or a reorganization within Public Works, this option should be revisited.

Recommendation

To summarize my recommendations:

- Move the Building Division from Fire and Building into Planning and Community Development.
- Fill the vacant PCD Development Services Manager position (which PCD expects to do with an internal recruitment).
- If filling that position creates a supervisor vacancy, post that position externally with preferred qualifications for an individual that has worked in a combined Planning and Building function.
- Leave PW Development Engineering in Public Works, but revisit the potential of including it in development services should there be turnover or a reorganization in Public Works.

The proposed reorganization should promote the key features identified in the Zucker study by providing greater consistency in timelines, performance standards, project management, and customer interaction.

While there are still many details to be worked out, PCD and Building are already having discussions on how the combined functions will operate as part of the change in how customer service will be provided after the City Hall remodel. Implementing the organization change as soon as possible should help with the planning efforts related to the City Hall renovation and related counter design and space allocations.

Attached is a revised version of the Development Services organization chart reflecting these recommendations.

Please let me know if you have questions or need more information.

ORDINANCE O-4491

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO DEPARTMENTAL ORGANIZATION; CHANGING THE NAME OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT TO THE PLANNING AND BUILDING DEPARTMENT; CHANGING THE NAME OF THE FIRE AND BUILDING DEPARTMENT TO THE FIRE DEPARTMENT; AMENDING KIRKLAND MUNICIPAL CODE SECTIONS 3.20.040, 15.16.047, 21.74.010, 21.74.025 AND 21.74.030 TO REFLECT NAME CHANGES; UPDATING OTHER OBSOLETE REFERENCES; AND AUTHORIZING THE CITY'S CODE REVISER TO MAKE CHANGES OVER TIME TO ALL REFERENCES IN THE KIRKLAND MUNICIPAL CODE AND KIRKLAND ZONING CODE NECESSARY TO REFLECT THESE NAME CHANGES.

1 WHEREAS, under Kirkland Municipal Code 3.16.010, the City
2 Manager is authorized to organize and change the organization of the
3 administrative departments of the City, subject to the concurrence of
4 the City Council; and
5

6 WHEREAS, the City Manager has determined that the interests
7 of the residents of the City and the efficient operation of the City will be
8 best served by consolidating the planning and zoning functions with the
9 building functions of plan review, permit coordination and construction
10 inspection services; and
11

12 WHEREAS, the City Manager has further determined that fire
13 protection and response, emergency medical response, technical rescue
14 response, life safety inspections, fire investigations, and emergency
15 management functions should remain in a separate fire department;
16 and
17

18 WHEREAS, there are other obsolete references in the Kirkland
19 Municipal Code and Kirkland Zoning Code which should be changed at
20 this time.
21

22 NOW, THEREFORE, the City Council of the City of Kirkland do
23 ordain as follows:
24

25 Section 1. The planning and zoning functions currently
26 performed by the Planning and Community Development Department
27 are consolidated with the building functions of plan review, permit
28 coordination and construction services in a newly organized department
29 to be named the "Planning and Building Department."
30

31 Section 2. The fire protection and response, emergency medical
32 response, technical rescue response, life safety inspections, fire
33 investigations and emergency management functions will remain in a
34 separate department to be named the "Fire Department."

35 Section 3. As of the effective date of this ordinance, all
36 references to "Department of Planning and Community Development,"
37 "Planning and Community Development," "Planning Department,"
38 "Director of Planning and Community Development," "Planning Official,"
39 "Building Department," and "Building Division of Fire and Building" are
40 deemed to be references to the "Planning and Building Department."
41

42 Section 4. As of the effective date of this ordinance, except as
43 set forth in Sections 5, 6, 7, and 9 of this ordinance, all references to
44 "Fire Department," "Fire and Building Department," "Department of Fire
45 and Building Services," "Director of Fire and Building Department,"
46 "Director of Fire and Building Services," and "Fire Chief" are deemed to
47 be references to the "Fire Department."
48

49 Section 5. Section 3.20.040 of the Kirkland Municipal Code is
50 amended as follows:
51

52 **3.20.040 Director.**

53 The division of emergency management shall be headed by the director
54 of emergency services. The city manager shall appoint the ~~director of~~
55 ~~fire and building services~~ fire chief as the director of emergency services.
56 The director of emergency services shall be directly responsible to the
57 city manager for the organization, administration, and operation of the
58 emergency management division.
59

60 Section 6. Section 15.16.047 of the Kirkland Municipal is
61 amended as follows:
62

63 **15.16.047 Enforcement**

64 (a) Each police officer of the city and the director or any employee
65 of the city public works department, fire department, and planning
66 and building department shall have the authority to enforce the
67 provision of this chapter.

68 (b) In addition to penalties otherwise provided, the director of public
69 works is authorized to install a water restricting device on the waterline
70 or lines serving any person who commits a second or subsequent
71 violation of any of the provisions of this chapter. Alternatively, after
72 such notice of a violation as may reasonably be given based on the
73 circumstances, the director of public works may cause water service to
74 be terminated for subsequent or continuing violation of water
75 conservation restrictions.
76

77 Section 7. Section 21.74.010 of the Kirkland Municipal Code is
78 amended as follows:
79

80 **21.74.010 Scope of chapter.**

81 This chapter establishes fees collected by the fire department and the
82 planning and building department, for development services. For the
83 purpose of this chapter, the term "the director" means the fire chief or
84 the fire chief's authorized representative for development services
85 provided by the fire prevention office of the fire department and the
86 planning and building department director or the director's authorized
87 representative for other development services. The term "building

88 official" means the building official or the building official's authorized
89 representative.

90
91 Section 8. Section 21.74.025 of the Kirkland Municipal Code is
92 amended as follows:

93
94 **21.74.025 General provisions for all permits, approvals and**
95 **development services fees.**

96 (a) Fee Calculation. The fees for applications for development
97 services established or referenced in the ordinance codified in this
98 chapter will be calculated using the fee schedule in effect at the time
99 the review, inspection, or service is performed and/or due. Each
100 application stands alone and is considered individually for the purpose
101 of calculating fees.

102 (b) City Projects. The fire department and planning and building
103 department will collect all appropriate fees for utility-funded, capital
104 investment program, and special purpose fund projects except as
105 authorized by the director.

106 (c) Refunds. Any fee established in this chapter which was
107 erroneously paid or collected will be refunded if requested. Table 1 is
108 used to calculate refunds for applications or issued permits or approvals
109 which are withdrawn, canceled, or expired. All refunds must be
110 requested within one hundred eighty days of payment.

111
112 Section 9. Section 21.74.030(a) of the Kirkland Municipal Code
113 is amended as follows:

114
115 **21.74.030 General provisions for construction and permit fees.**

116 (a) Scope. These general provisions apply to all permits issued by
117 the fire department and planning and building department.

118
119 Section 10. As of the effective date of this ordinance, all obsolete
120 references to "Department of Finance," "Administration and Finance,"
121 "Department of Administration and Finance," "Department of
122 Administrative Services," "Director of Finance," "Director of
123 Administration and Finance," and "Director of Administrative Services"
124 are deemed to be references to the "Finance and Administration
125 Department."

126
127 Section 11. As of the effective date of this Ordinance, all
128 obsolete references to "King County Bureau of Records and Elections"
129 or "King County Department of Records and Elections" are deemed to
130 be references to the "King County Recorder's Office."

131
132 Section 12. The City's code reviser is authorized to amend the
133 Kirkland Municipal Code and Kirkland Zoning Code, as appropriate, in
134 order to carry out the name changes authorized by this Ordinance.

135
136 Section 13. This ordinance shall be in force and effect five days
137 from and after its passage by the Kirkland City Council and publication
138 pursuant to Section 1.08.017, Kirkland Municipal Code in the summary
139 form attached to the original of this ordinance and by this reference
140 approved by the City Council.

141 Passed by majority vote of the Kirkland City Council in open
142 meeting this _____ day of _____, 2015.

143
144 Signed in authentication thereof this _____ day of
145 _____, 2015.

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney

PUBLICATION SUMMARY
OF ORDINANCE O-4491

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO DEPARTMENTAL ORGANIZATION; CHANGING THE NAME OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT TO THE PLANNING AND BUILDING DEPARTMENT; CHANGING THE NAME OF THE FIRE AND BUILDING DEPARTMENT TO THE FIRE DEPARTMENT; AMENDING KIRKLAND MUNICIPAL CODE SECTIONS 3.20.040, 15.16.047, 21.74.010, 21.74.025 AND 21.74.030 TO REFLECT NAME CHANGES; UPDATING OTHER OBSOLETE REFERENCES; AND AUTHORIZING THE CITY'S CODE REVISER TO MAKE CHANGES OVER TIME TO ALL REFERENCES IN THE KIRKLAND MUNICIPAL CODE AND KIRKLAND ZONING CODE NECESSARY TO REFLECT THESE NAME CHANGES.

SECTION 1. Consolidates the planning and zoning functions currently performed by the Planning and Community Development Department with the building functions of plan review, permit coordination and construction services in a newly organized department to be named the "Planning and Building Department."

SECTION 2. Separates the fire protection and response, emergency medical response, technical rescue response, life safety inspections, fire investigations and emergency management functions in a department to be named the "Fire Department."

SECTION 3. Provides all references to "Department of Planning and Community Development," "Planning and Community Development," "Planning Department," "Director of Planning and Community Development," "Planning Official," "Building Department," and "Building Division of Fire and Building" are deemed to be references to the "Planning and Building Department."

SECTION 4. Except as set forth in Sections 5, 6, 7, and 9 of the ordinance, provides all references to "Fire Department," "Fire and Building Department," "Department of Fire and Building Services," "Director of Fire and Building Department," "Director of Fire and Building Services," and "Fire Chief" are deemed to be references to the "Fire Department."

SECTION 5. Amends Section 3.20.040 of the Kirkland Municipal Code by changing the position appointed as director of emergency services from "director of fire and building services" to "fire chief."

SECTION 6. Amends Section 15.16.047 of the Kirkland Municipal Code to change authority to enforce the general rules and conditions of water service from "fire and building department" to "fire department" and "planning and building department."

SECTION 7. Amends Section 21.74.010 of the Kirkland Municipal Code to change scope of chapter on establishing fees from "fire and building department" to "fire department" and "planning and building department."

SECTION 8. Amends Section 21.74.025 of the Kirkland Municipal Code related to general provisions for all permits, approvals and development services fees from fees collected by the "fire and building department" to "fire department" and "planning and building department."

SECTION 9. Amends Subsection 21.74.030(a) of the Kirkland Municipal Code related to general provisions for construction and permit fees to change reference from "fire and building department" to "fire department" and "planning and building department."

SECTION 10. Changes obsolete references related to "Department of Finance," "Administration and Finance," "Department of Administration and Finance," "Department of Administrative Services," "Director of Finance," "Director of Administration and Finance," and "Director of Administrative Services" to be references to the "Finance and Administration Department."

SECTION 11. Changes obsolete references to "King County Bureau of Records and Elections" or "King County Department of Records and Elections" to "King County Recorder's Office."

SECTION 12. Authorizes the Code Reviser to amend the Kirkland Municipal Code and the Kirkland Zoning Code, as appropriate, in order to carry out the name changes authorized by ordinance.

SECTION 13. Authorizes publication of the ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as five days after publication of summary.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the _____ day of _____, 2015.

I certify that the foregoing is a summary of Ordinance _____ approved by the Kirkland City Council for summary publication.

City Clerk